



SOARING ASSOCIATION OF CANADA

PRIVACY POLICY

The Soaring association fo Canada (SAC) will collect, use and disclose the personal information of members, volunteers and other individuals in a manner that protects such information.

“Personal information” is considered to be any information that may identify an individual.

The principles and requirements set out in this policy apply to the collection, use and disclosure of personal information by the SAC. Member clubs, as separate legal entities, are required to enact their own privacy policies applicable to their specific organizations.

Summary of Principles

Principle 1 – Accountability

The SAC is responsible for personal information under its control. To ensure adherence to this policy, the SAC board of Directors will designate a volunteer to assume the role of Privacy Officer.

Principle 2 – Identifying Purposes for Collection of Personal Information

The purpose for which personal information of a member, volunteer or other individual is collected shall be identified.

Principle 3 – Obtaining Consent for Collection, Use or Disclosure of Personal Information

The knowledge and consent of a member, volunteer or other individual are required for the collection, use or disclosure of personal information, including how and with whom any information may be shared.

Principle 4 – Limiting Collection of Personal Information

Collection of personal information shall be limited to that required by the SAC for the purposes identified when collected.

Principle 5 – Limiting Use, Disclosure, and Retention of Personal Information

Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with consent, or as required by law. Personal information shall be retained only for as long as necessary for the fulfillment of those purposes.

Principle 6 – Accuracy of Personal Information

Personal information collected and maintained shall be as accurate, complete and up to date as is necessary for the purpose for which it is to be used.



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Principle 7 – Protecting Personal Information

Personal information shall be protected as appropriate to the sensitivity of the information. Personal information will be maintained in strict confidence and will be safeguarded through the use of proper means.

Principle 8 – Openness to Policies and Practices

Information about the policies and practices of the SAC relating to the management of personal information shall be readily available to members, volunteers and other individuals.

Principle 9 – Member and Volunteer Access to Personal Information

A member, volunteer and other individual shall be informed of the existence, use and disclosure of his or her personal information upon request and shall be given access to that information to confirm accuracy and/or make appropriate changes, as needed.

Principle 10 – Challenging Compliance

A member, volunteer and other individual shall be able to address a challenge concerning compliance with the above principles to the Privacy Officer.

Privacy Officer

The Privacy Officer shall ensure that the collection and use of personal information complies with this Privacy Policy. The Privacy Officer shall address any complaints received from individuals from whom personal information has been collected.

Complaints

If any member, volunteer or other individual believes he or she has a possible complaint regarding the collection, use or disclosure of his or her personal information by the SAC, such complaint shall be in writing and submitted to the Privacy Officer.

All complaints received shall be investigated and the outcome documented. To ensure all relevant information is obtained in order to make a determination concerning a complaint, the Privacy Officer shall have access to all relevant records pertaining to the complaint.

If an investigation reveals any inaccurate personal information, or any practices not in keeping with this Privacy Policy, such instances shall be remedied as promptly as reasonably possible.

All complaints will be dealt with thoroughly, and the Privacy Officer or delegate will provide an appropriate decision and written response within reasonable time frames. Such response shall outline the review process undertaken, changes (if any) to data handling practices or corrections to personal information made as a result of the complaint.