



## Barrie Baydogs Triathlon Club Inc (Baydogs)

### Privacy Policy

#### Purpose

1. Privacy of personal information is governed by the *Personal Information Protection and Electronics Documents Act* ("PIPEDA"). Baydogs's Privacy Policy describes the way that Baydogs collects, uses, and discloses personal information in the course of commercial activities, and states Baydogs's commitment to collecting, using and disclosing personal information responsibly. Baydogs Privacy Policy is based on the standards required by PIPEDA, and Baydogs's interpretation of these responsibilities.
2. A copy of Baydog's Privacy Policy is available upon request to the Baydogs.

#### Personal Information

3. Personal information is information about an identifiable individual and includes information that relates to their personal characteristics (e.g., gender, age, income, home address or phone number, ethnic background, family status), their health (e.g., health history, health conditions, health services received by them) or their activities and views (e.g., religion, politics, opinions expressed by an individual, an opinion or evaluation of an individual). Personal information, however, does not include business information (e.g., an individual's business address and telephone number), which is not protected by PIPEDA.

#### Accountability

4. The Privacy Officer of Baydogs is responsible for the monitoring of personal information collection, use, disclosure, data security. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at the following address:

C/O Privacy Officer

Nathan Brooks  
305 Crawford st.  
Barrie, Ontario  
L4N 6P6  
Phone: (705) 739-9244

Email – [NathanBrooks@rogers.com](mailto:NathanBrooks@rogers.com)

## Purpose

5. Personal information will only be collected by the Baydogs to meet and maintain the highest standard of organizing and programming. Baydogs collects personal information from prospective members, members, athletes, coaches, officials, participants, managers, fans and volunteers for purposes described in Baydogs's Privacy Policy including, but not limited to:
  - a) Registration at programs, activities and events; travel administration and purchasing equipment, coaching manuals and other products.
  - b) Receiving communications from Baydogs in regards to fundraising, programs, events, and activities.
  - c) Identification and determining eligibility, age group and appropriate level of play/competition.
  - d) Award nominations, biographies, published articles and media relations.
  - e) Outfitting uniforms and various components of athlete and team selection.
  - f) Database entry at the Coaching Association of Canada and to determine level of certification, coaching qualifications and coach selection.
  - g) Technical monitoring, coach/club review, officials training, education, sport promotion, media publications and posting on Baydogs's website, displays or posters.
  - h) Baydogs's payroll, honorariums, company insurance and health plan.
  - i) Implementing Baydogs's volunteer screening program.
  - j) Emergency contacts, medical history for use in the case of classification, medical emergency or reports relating to medical or emergency issues and managing insurance claims.
  - k) Determining membership demographic structure, and program wants and needs.
  - l) Communicating discipline results and long term suspensions.
  
6. Baydogs will not divulge personal information to third parties.

## Consent

7. Baydogs will obtain consent by lawful means from individuals at the time of collection, prior to the use or disclosure of the personal information. *Baydogs may collect personal information without consent where reasonable to do so and where permitted by law.*
  
8. By providing personal information to Baydogs, individuals are consenting to the use of the information for the purposes identified in Baydogs Privacy Policy.
  
9. An individual may withdraw consent to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions. *The Privacy Officer will advise the individual of the implications of such withdrawal.*

## **Limiting Use, Disclosure and Retention**

10. Personal information will not be used or disclosed by Baydogs for purposes other than those for which it was collected as described in Baydogs Privacy Policy, except with the consent of the individual or as required by law.
11. Personal information will be retained for certain periods of time in accordance with Baydogs's Privacy Policy.

## **Safeguards**

12. Personal information is protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification.
13. Methods of protection and safeguards include, but are not limited to, locked filing cabinets, restricted access to offices, security clearances, need-to-know access and technological measures including the use of passwords, encryption and firewalls.

## **Openness**

14. The information available to the public includes:
  - a) The name or title, address and telephone number of Baydogs's Privacy Officer.
  - b) The forms that may be used to access personal information or change information.
  - c) A description of the type of personal information held by Baydogs, including a general statement of its approved uses.
  - d) A copy of any information that explain the organization's policies, standards, or codes.

## **Individual Access**

15. Upon written request, and with assistance from the Baydogs, an individual may be informed of the existence, use and disclosure of his or her personal information and will be given access to that information. As well, an individual is entitled to be informed of the source of the personal information along with an account of third parties to whom the information has been disclosed.
16. Requested information will be disclosed to the individual within 30 days of receipt of the written request at no cost to the individual, or at nominal costs relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.
17. An individual may be denied access to his or her personal information if:

- a) This information is prohibitively costly to provide;
- b) The information contains references to other individuals;
- c) The information cannot be disclosed for legal, security or commercial proprietary purposes;
- d) The information is subject to solicitor-client or litigation privilege.

18. Upon refusal, Baydogs will inform the individual the reasons for the refusal and the associated provisions of *PIPEDA*.

### **Challenging Compliance**

19. An individual may challenge Baydogs's compliance with *PIPEDA*, by submitting a challenge in writing.

20. Upon receipt of a written complaint, Baydogs will:

- a) Record the date the complaint is received;
- b) Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
- c) Acknowledge receipt of the complaint by way of telephone conversation or letter clarifying the nature of the complaint within three days of receipt of the complaint;
- d) Appoint an investigator using Baydogs personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation, and who will have unfettered access to all files and personnel, within ten days of receipt of the complaint.
- e) Upon completion of the investigation, the investigator will submit a written report to Baydogs.
- f) Notify the complainant of the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures.

21. An individual may appeal a decision made by Baydogs, in accordance with Baydogs's policies for appeals.

### **IP Address**

When the user's web browser requests a web page from another computer on the Internet, it automatically gives that computer the address where it should send the information. This address is called the computer's "IP address."

Baydogs does not collect, use or disclose IP Addresses.

## **Cookies**

Cookies are small text files that a Web browser transfers to and from your hard drive for record keeping purposes. Cookies make life easier for you by saving your passwords, purchases, and preferences while you're at our site. The use of cookies is an Internet standard, and you'll find cookies at most major Web sites. The use of cookies is an industry standard and many major browsers are initially set up to accept them. You can reset your browser to either refuse to accept all cookies or to notify you when you have received a cookie. However, if you refuse to accept cookies, you may not be able to use some of the features available on websites.

Baydogs does not use cookies to identify specific individuals.

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## **Applicable Law**

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