

# ASC Privacy Policy

Approved by the ASC Board of Directors November 4, 2024

## **Purpose**

The Ancaster Skating Club (ASC) is committed to protecting the privacy and security of its members, employees, volunteers, and other stakeholders. This Privacy Policy outlines how ASC collects, uses, discloses, and manages personal information in compliance with the Personal Information Protection and Electronic Documents Act (PIPEDA) and other applicable laws. This Privacy Policy may be updated from time to time, with any changes being posted on the ASC website; members are encouraged to review the policy periodically.

## **Collection of Personal Information**

Personal information is collected for various purposes, including membership registration, program participation, and communication. The types of personal information collected may include:

- Name
- Contact details (e.g., address, phone number, email)
- Date of birth
- Medical information (for safety purposes)
- Payment information

Personal information is the information that relates to members and athletes as identifiable individuals. It does not include business information (e.g. business address and telephone number)

## **Use of Personal Information**

The personal information collected is generally used for, but not limited to, the following:

- Managing membership and participation in club/skating school activities.
- Communicating with members, employees, and volunteers.
- Providing services and support.
- Ensuring the safety and well-being of members.
- Processing payments and donations.
- Complying with legal and regulatory requirements.

## **Disclosure of Personal Information**

Personal information may be disclosed to:

- Authorized employees and volunteers who need the information to perform their duties.
- Third-party service providers (e.g., payment processors) who assist us in our operations.
- Skate Ontario and Skate Canada.
- Legal authorities, if required by law or to protect our rights and safety.

## **Storage and Security**

ASC takes reasonable steps to protect personal information from loss, theft, unauthorized access, disclosure, copying, use, or modification. Personal information is stored in secure locations and accessed only by authorized personnel.

## **Access and Correction**

Members have the right to access their personal information and request corrections if necessary. To access or correct personal information, members are asked to contact ASC at

info@ancasterskatingclub.ca.

### **Retention and Disposal**

Personal information is retained only for as long as necessary to fulfill the purposes for which it was collected or as required by law. When personal information is no longer needed, the information is disposed of securely.

### **Rights and Choices**

Members have the right to:

- Access their personal information.
- Request corrections to their personal information.
- Withdraw consent for the use of their personal information (subject to legal or contractual restrictions).

If you have any questions or concerns about the ASC Privacy Policy or the handling of personal information, please contact ASC at:

Ancaster Skating Club  
PO Box 81134, RPO Fiddler's Green  
Ancaster, ON L9G 4X1  
Email: info@ancasterskatingclub.ca