

Saskatchewan Cheerleading Association

Privacy Policy



Policy Adopted – April 5, 2016

Revisions in **RED** approved **March 6, 2023**



Saskatchewan Cheerleading Association Privacy Policy

Introduction

The Saskatchewan Cheerleading Association (SCA) is committed to safeguarding the personal information entrusted to the SCA by its members or others seeking to make use of SCA resources. We manage all personal information in accordance with Saskatchewan's Freedom of Information and Protection of Privacy Act (FOIP) and any other applicable laws.

This policy outlines the principles and practices we follow in protecting all personal information. This policy applies to the SCA and its members. The policy also applies to any person providing services on our behalf. A copy of this policy can be provided to any member upon request.

Definition of Personal Information

Personal information means information about an identifiable individual. This includes, but is not limited to: an individual's name, home address, email address, phone number, age, sex, race, nationality, ethnicity, origin, marital or family status, healthcare history including information on physical or mental disability, an identifying number, financial information, educational history, etc.

Collection of Personal information

The SCA collects personal information that is required for the purposes of providing services to members including personal information needed to:

- Register members for and deliver requested programs and services (i.e. competitions, conferences, certifications and clinic registrations)
- Schedule and contact judges regarding competition assignments
- Process and deliver Email subscriptions
- Contact members regarding upcoming events of interest
- Contact members to pursue dispute and complaint resolution
- Contact coaches and supervisors to obtain required documentation for certifications
- Use event, team, individual, and group photos for advertising, on various social media platforms, and the SCA website

The SCA collects information directly from our members. The SCA may collect information from other persons with member consent or as authorized by law. The SCA informs members, before or at the time of collecting personal information, of the purposes for collecting the information. The only time this notification is not provided is when a member volunteers information for an obvious purpose. This can include scenarios when an individual emails the SCA requesting that the SCA provide further information on a topic, when a member sends in insurance forms or registrations, when a member is applying for funding or submitting an application, when a member is submitting an award nomination on behalf of another member, etc.



Consent

The SCA asks for consent to collect, use or disclose member personal information, except in specific circumstances where collection, use or disclosure without consent is authorized or required by law. The SCA may assume consent in cases where members volunteer information for an obvious purpose, as indicated within the “Collection of Personal Information” paragraphs.

The SCA asks for express consent for some purposes and may not be able to provide certain services if members are unwilling to provide consent to the collection, use or disclosure of certain personal information. Where express consent is needed, the SCA will ask members to provide their consent orally (in person, by telephone), in writing (by signing a consent form, by checking a box on a form) or electronically (by clicking a button). A member may withdraw consent to the use and disclosure of personal information at any time, unless the personal information is necessary for us to fulfill our legal obligations. The SCA will respect your decision, but may not be able to provide the member with certain products and services if the SCA does not have the necessary personal information.

The SCA may collect, use or disclose member personal information without consent only as authorized by law. For example, the SCA may not request consent when the collection, use or disclosure is reasonable for an investigation or legal proceeding, to collect a debt owed to our organization, in an emergency that threatens life, health or safety, or when the personal information is from a public telephone directory.

Using and Disclosing Personal Information

The SCA uses and discloses member personal information only for the purposes for which the information was collected, except as authorized by law. The SCA may confidentially share member personal information with an outside organization (such as our National Sport Organization) in order to complete our business on behalf of members. If information is shared with an outside organization the information released will only include what is required to complete the service, and will be maintained in complete confidence by that organization.

The SCA may use member contact information to deliver goods. The law also allows the SCA to use that contact information for the purpose of collecting a debt owed to our organization, should that be necessary.

Safeguarding Personal Information

The SCA protects member personal information in a manner appropriate for the sensitivity of the information. The SCA aims to prevent any loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to personal information.

The SCA uses appropriate security measures when destroying member personal information, including shredding paper records and permanently deleting electronic records. The SCA retains member personal information only as long as is reasonable to fulfill the purposes for which the information was collected or for legal or business purposes. **The SCA retains a back-up copy of required information on an external hard drive to safeguard information in the case of viruses or hacking.**



Access to Records Containing Personal Information

Members of the Saskatchewan Cheerleading Association have a right of access to their own personal information in a record that is in custody or under control of the SCA, subject to some exceptions. Organizations are required under the Freedom of Information and Protection of Privacy Act to refuse to provide access to information that would reveal personal information about another individual. Organizations are authorized under the act to refuse access to personal information if disclosure would reveal confidential business information. Access may also be refused if the information is privileged or contained in mediation records.

If the SCA refuses a request in whole or in part, the member will be provided with the reasons for the refusal. Where exceptions to access apply, the SCA may withhold that information and provide the member with the remainder of the record. Members may make a request for access to personal information by writing to our official mailing address cited on our website. Members must provide sufficient information in the request to allow the SCA to identify the information the member is seeking.

Members may also request information about the SCA's use of personal information and any disclosure of that information to persons outside the SCA organization.

The SCA relies on members to notify the SCA if there is a change to their personal information that may affect their relationship with our organization. If a member is aware of an error in our information about themselves, please contact the SCA and it will be corrected on request wherever possible. In some cases, we may ask for a written request for correction.

The SCA may charge a reasonable fee to provide information, but not to make a correction. The SCA will advise members of any fees that may apply before beginning to process a request.

Questions and Complaints

If you have a question or concern about any collection, use or disclosure of personal information by the Saskatchewan Cheerleading Association, or about a request for access to your own personal information, please contact our SCA office:

Saskatchewan Cheerleading Association
7103 Maple Valley Cres
Regina, Saskatchewan, S4X 0B2
executivedirector@sca.ca
Telephone: (306) 343-SCA1 (7221)

If you are not satisfied with the response you receive, you should contact the Office of the Saskatchewan Information and Privacy Commissioner:

Saskatchewan Information and Privacy Commissioner
503 - 1801 Hamilton Street
Regina, Saskatchewan, S4P 4B4
Telephone: (306) 787-8350
Toll Free Telephone (within Saskatchewan): 1-877-748-2298
Facsimile: (306) 798-1603