



Personal Information Policy

1. The Alberta Rowing Association (ARA) is a non-profit organization under the *Personal Information Protection Act, SA 2003 c.P-6.5* (PIPA), section 56.
2. The ARA Privacy Coordinator is the ARA Executive Assistant and can be reached at the ARA offices:

11759 Groat Rd., Edmonton, AB T5M 3K6
Office (780) 427-8154
Fax: (780) 422-2663
E-mail: office@albertarowing.ca

3. The ARA collects the following personal information:
 - (i) name, address, telephone number(s), e-mail, gender and date of birth from all members of all member rowing clubs in Alberta;
 - (ii) the above information plus emergency contact information and medical information, from all participants in any training camp or competition which is directly run by the ARA and its designated staff.
4. The ARA uses the personal information collected to maintain membership status, to communicate with members, to deliver services as required or requested, and provide benefits of membership.
5. The ARA is operating on the understanding that it has consent for the collection, use and disclosure of all personal information collected to date. Members can refuse or withdraw consent, but such decision may limit the services that the ARA can offer.
6. The ARA will ensure that all personal information it receives and collects is kept secure from unauthorized access, use or disclosure. The ARA will use personal information only for the purpose for which it was collected.

- The ARA will retain personal information only for so long as necessary to fulfill the purposes for collecting such information.
7. The ARA will identify, on its documents, the reasons for the collection of personal information and will not disclose it except in the following circumstances:
 - (i) The personal information collected as per paragraph 2(i) will be released to:
 - (a) Rowing Canada Aviron; for the purpose of registration and insurance coverage.
 - (b) Alberta Sport, Recreation, Parks and Wildlife Foundation; for the purpose of demonstrating membership in order to qualify for ongoing grant support.
 - (ii) The personal information collected as per paragraph 2(ii) will be released
 - (a) to the member or a person who, in the reasonable judgment of the ARA, is seeking the information as an agent.
 - (b) to the appropriate authorities and medical personnel in the case of an emergency.
 8. The ARA does not sell, barter, lease, or give away any of its membership lists.
 9. Upon request, the ARA will inform members of the existence, use and disclosure of their personal information and will provide access to a member to review their personal information, subject to any legal restrictions. Members may verify the accuracy and completeness of their personal information, and may request that the information be corrected or updated, if appropriate.
 10. Any decision of the Privacy Coordinator may be appealed to the Executive Board or its delegate(s). The ARA will make every reasonable effort to resolve disputes without the need to involve the Privacy Commissioner under *PIPA*.

ADOPTED IN THE CITY OF RED DEER BY THE ARA BOARD OF DIRECTORS THIS _06_ DAY OF MARCH, 2004.

