



Weightlifting Canada Haltérophilie Masters PRIVACY OF INFORMATION POLICY

2023.07.12

Introduction

Weightlifting Canada Haltérophilie Masters (WCHM) is a not-for-profit sports organization that is committed to ensuring the privacy of its members. Below is a list of information typically collected directly or indirectly through participation in WCHM activities.

WCHM does not engage in commercial activities and generally does not disclose its membership information to any third-party organizations. If disclosure of a member's information is required in any general or particular circumstance, WCHM officials will seek and obtain the consent of such member in advance. The privacy policies below outline members rights and WCHM's duties and obligations in this regard in further detail.

Although WCHM does not engage in commercial activities and does not collect medical information and is therefore not subject to PIPEDA (*Personal Information Protection and Electronic Documents Act*) and PHIPA (*Personal Health Information Protection Act*), it believes in a transparent information collection process and a clear explanation of how that information will be used, and WCHM attempts to implement comparable levels of privacy protection.

WCHM members who believe that their private information has been or could become compromised should immediately notify the WCHM President. The WCHM Privacy Management Team (President, Vice President and the Director of Policy and Procedure) will review the member's concerns, report back to the member and take any necessary corrective measures to ensure the member's privacy is once again restored to that member's satisfaction. WCHM members are encouraged to keep their membership information accurate and updated and to notify the President of any necessary changes.

In WCHM's membership registration process, applicants will *"acknowledge that they have reviewed the WCHM Privacy of Information Policy and understand how their personal information is collected, protected and used for official WCHM business."* A website link to this policy will be included in the registration process.

Collection and Use of Member Information

*Section 2.05.2 and 3.05.3

Source of Information	Via	To	Information and notes	Athlete Protection under
Member online competition Registration	Competition host website or link	Competition Director	Name, Category, DOB, addresses. Canadian Masters results will omit DOB when publicized but will identify year of birth.	WCHM Privacy of Information Policy
Member CMWC online payment	Competition host website or link	Competition Director	As required by Competition Director or Competition Secretary	Host Club Financial Institution Privacy Policy
Membership Registration	Canadian Masters Website	Web Designer and President	Name, Category, DOB, address. Information shared with Board Members for their specific job assignments. All information is retained by WCHM and not shared with outside organizations, CCES excepted and when only required.	WCHM Privacy of Information Policy
Membership Registration payment	WCHM Website and STRIPE	RBC bank account	President and Treasurer receive notices from Web Designer/Stripe/RBC	WCHM/STRIPE and RBC Privacy Policy
Member selected for random drug testing	Drug testing at CMWC or out-of-competition when so contracted	CCES Doping Control Officer	Urine/blood sample sent to WADA approved lab by the CCES.	CADP and CCES Privacy of Information WCHM-ADP*
CCES	Anti-doping Disciplinary Committee of WCHM	Athlete CCES	Notice of adverse analytical findings results.	CADP and CCES Privacy of Information WCHM-ADP*
Anti-doping Disciplinary Committee of WCHM or CCES	Email/courier	Athlete	Sanctions/appeals/appeal results.	CADP and CCES Privacy of Information WCHM-ADP*
Health Care Professional Clearance Form	Email	President	Member's "Eligible permanent impairment"	WCHM Privacy of Information Policy
Member WMC payment	Member electronic transfer	WCHM RBC account	Member registration information to IMWA	IMWA and RBC Privacy Policies

IMWA=International Masters Weightlifting Association
 CMWC=Canadian Masters Weightlifting Championships
 CCES=Canadian Centre for Ethics in Sports

WADA=World Anti Doping Agency
 ADP=Anti Doping Policy ADC=Anti Doping Disciplinary Committee
 CADP=Canadian Anti Doping Program WMC=World Masters Championships

Your Privacy Rights

This Privacy Policy has been developed to comply with the *Personal Information Protection and Electronic Documents Act* ("PIPEDA"). To ensure accountability, we have also educated our executive, volunteers and staff about our policies and practices.

We recognize the importance of privacy and the sensitivity of personal information (as defined in PIPEDA). We are committed to the confidentiality of personal information that has been provided to us by our employees, customers, clients and others, and to collecting, using, maintaining and disclosing such personal information in a reasonable and responsible manner and only to the extent necessary for the services we provide.

This Privacy Policy has been prepared to confirm our commitment, outline how we manage your information and safeguard your personal information and privacy, and to assist you in understanding the type of personal information that we may collect from you and others, how we may use that personal information and to whom we may disclose it.

What Is “Personal Information”?

Personal information is any information that identifies an individual or information that allows an individual to be identified. It includes such things as an individual’s home address and telephone number, e-mail address, age, gender, race, height and weight, information about the person’s health, political views, income and activities. Personal information does not include certain business information, specifically the name, title, business address or business telephone number of an employee of an organization.

The chart provided above outlines personal information that WCHM typically collects incidentally to its activities, directly or indirectly.

Consent

By submitting personal information to us or our staff, volunteers, service providers or agents, whether orally or in writing, expressly given or implied, you agree that we may collect, use and disclose such personal information in accordance with this Privacy Policy, and as permitted or required by law. Subject to legal and contractual requirements, you may refuse or withdraw your consent to certain of the identified purposes for which we collect information at any time by contacting us.

As outlined in the introductory section above, although it is unlikely, we may from time to time ask you to give us your written consent to the use and disclosure of specific personal information. In determining how we obtain your consent, we will take into account the sensitivity of the personal information that we are collecting, using and/or disclosing.

Use Of Personal Information

We use your personal information for the purposes of conducting competitions, organizing and communicating with you as part of our membership and for other activities incidental to our operations. We will assume that you have consented to such use, unless you specifically advise otherwise. We will not disclose, sell, trade or exchange any personal information that we collect to any third party to enable them to market their products or services to you without first obtaining express consent from you.

Security Of Your Personal Information

We take all reasonable precautions to safeguard your personal information, whether the information is obtained or kept electronically or otherwise, to ensure that your personal information is kept safe from loss, unauthorized access, modification, unauthorized copy or disclosure. Among the steps taken to protect your personal information are:

- physical premises security;
- restricted access to personal information stored electronically;
- deploying technological safeguards like security software and firewalls to prevent hacking or other unauthorized computer access;
 - internal computer network password and security policies; and
- where personal information is sent to a third party for processing, we ensure, through our contracts with them, that personal information is kept secure.

We may use other agents or contractors to perform services on our behalf (e.g., file storage services, credit card companies, payroll service providers, accountants, couriers, process servers, etc.) and such parties may have limited access to certain personal information that we have collected. We are taking steps to ensure that all third parties operate in accordance with privacy policies similar to this one.

Access To Your Personal Information

With very limited exceptions, you are always entitled to access the personal information that we have collected from you and you may request access to any of your personal information, and such use thereof. We reserve the right to charge you a nominal fee to provide you with such access, such as those related to archive or other retrieval and photocopying costs. We may deny access to your personal information when:

- denial of access is required or authorized by law;
- information relates to existing or anticipated legal proceedings against you;
- granting you access would have an unreasonable impact on the privacy of others;
- to do so would prejudice negotiations with you;
- to do so could reasonably be expected to threaten the life or security of another individual;

- granting you access would compromise the availability or accuracy of the information and such information is related to an investigation regarding breach of an agreement or contravention of the laws of Canada or any province;
- to protect our rights and property; and
- where the request is frivolous or vexatious.

If we deny your request for access, we will explain why.

If you believe that any factual information contained in your personal information (as opposed to our opinion as to a matter) is incorrect, please advise us so that we can update our records. We may ask you to provide evidence that our files are incorrect. If we do not agree that the personal information is incorrect, we will include a note in our file from you that you believe that the personal information is incorrect, and we will forward such note with the personal information if it is sent to third parties.

If you have a sensory disability, we will provide access to your personal information in an alternative format to a reasonable extent, upon request.

How Long Do We Keep Your Personal Information?

We retain your personal information for as long as is reasonably necessary for our operations, or as may be required by law or for the purposes of compliance with our legal obligations.

All personal information will be disposed of when appropriate, and in a manner that is secure and which respects your privacy. When we dispose of information, our paper files are shredded and information kept electronically is deleted from our computers and our network. When we dispose of old computer equipment, we ensure that all information, including personal information, is permanently deleted from such equipment before it is disposed of.

Communicating With Us

Although e-mail is generally the most convenient method of communicating with our clients, you should be aware that, notwithstanding the efforts we may make with respect to our network's security, e-mail is not a 100% secure medium. Please be aware of this when contacting us to send personal or other confidential information.

Questions And Concerns

As outlined in the introductory section above, if you have any concerns regarding WCHM's handling of your privacy, please notify the WCHM President, and the WCHM Privacy Management Team (President, Vice President and the Director of Policy and Procedure) will investigate.

If you have a general inquiry about privacy legislation, the Office of the Privacy Commissioner of Canada oversees the administration of the privacy legislation in the private sector. The Commissioner also acts as a kind of ombudsman for disputes relating to privacy legislation. You can contact the Office of the Privacy Commissioner at:

30, Victoria Street Gatineau,
Quebec
K1A 1H3

Telephone: 1-800-282-1376
Website: <https://www.priv.gc.ca/en>

Amendment

We reserve the right to amend, modify, supplement, terminate or replace this Privacy Policy at any time and from time to time and we encourage you to refer back to this Privacy Policy regularly. Members may be notified of changes to this Privacy Policy by way of an e-mail delivered to member's last known e-mail addresses, by letter delivered to member's last known addresses, or by posting on WCHM's website.