



Saskatoon Kart Racers Corporation Privacy Policy

PLEASE READ CAREFULLY, BY REGISTERING WITH SASKATOON KART RACERS CORPORATION (SKR), THEIR MEMBER ORGANIZATIONS AND ENTITIES YOU ARE AGREEING TO SKR POLICIES AND PROCEDURES.

For not-for-profit organizations in Saskatchewan, the privacy of personal information is governed by the Personal Information Protection and Electronic Documents Act (PIPEDA). This Policy is based on the standards required by PIPEDA as interpreted by the SKR.

I authorize the Saskatoon Kart Racers Corporation and SKR Member Organization(s) to send me various means of electronic messaging related to kart racing. I acknowledge that these may include, but are not limited to, event and educational notifications; newsletters and information releases; sponsor information; bylaw, policy, rules and regulations information; and all other forms of kart racing related communication. For more information details on the CASL: Canada's Anti-spam Legislation, please check their web site at; <https://www.fightspam.gc.ca/eic/site/030.nsf/eng/home>

1 Privacy Policy

For not-for-profit organizations in Saskatchewan, the privacy of personal information is governed by the Personal Information Protection and Electronic Documents Act (PIPEDA). This Policy is based on the standards required by PIPEDA as interpreted by the Saskatoon Kart Racers Corporation.

The information is publicly available as specified in PIPEDA's Risk Management, POLICIES AND PROCEDURES MANUAL

1.1 Definitions

The following terms have these meanings in this Policy:

"Commercial Activity" – Any particular transaction, act or conduct that is of a commercial character

"Personal Information" – Any information about an individual that relates to the person's personal characteristics including, but not limited to: gender, age, income, home address, phone number, ethnic background, family status, health history, and health conditions, athletic testing and results and email

"Representative" – All individuals employed by, or engaged in activities on behalf of, the SKR.

Representatives include, but are not limited to, staff, administrators, directors and officers, committee members, and volunteers of the SKR

"Members" - All Members defined by SKR Bylaws and for the purposes of this policy shall also include parents of Individual Members and spectators at SKR events and SKR sanctioned competitions

"PIPEDA" - The Personal Information Protection and Electronic Documents Act (PIPEDA) sets out ground rules for how private sector organizations may collect, use or disclose personal information in the course of commercial activities.



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1.2 Purpose

The SKR recognizes Members' right to privacy with respect to their Personal Information. This Policy describes the way that the SKR collects, uses, safeguards, discloses, and disposes of Personal Information.

SKR Member Organizations are responsible to ensure that their Privacy Policy use and regulations are consistent with this Policy.

1.3 Application of this Policy

This Policy applies to all Representatives and Members in connection with personal information that is collected, used or disclosed during SKR activity.

Except as provided in PIPEDA, the SKR's Board of Directors will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

1.4 Obligations

The SKR is obligated to follow and abide by PIPEDA in all matters involving the collection, use, and disclosure of Personal Information.

In addition to fulfilling the legal obligations required by PIPEDA, the SKR's Representatives will not:

Publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Personal Information without the express written consent of the Individual

Knowingly place themselves in a position where they are under obligation to any organization to disclose Personal Information

In the performance of their official duties, disclose Personal Information to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest

Derive personal benefit from Personal Information that they have acquired during the course of fulfilling their duties with the SKR

Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, the disclosure of Personal Information

1.5 Accountability

The Executive Director (or designate) shall act as the Privacy Officer and is responsible for the implementation of this policy and monitoring information collection and data security, and ensuring that all board members receive appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted by Email.

1.6 Identifying Purposes

The SKR may collect Personal Information from Members and prospective Members for purposes that include, but are not limited to:

COMMUNICATIONS

Sending communications in the form of e-news or a newsletter with content related to the SKR's programs, events, fundraising, activities, discipline, appeals, and other pertinent information

Publishing articles, media relations and postings on the SKR's website, displays or posters

Award nominations, biographies, and media relations

Communication within and between Representatives and Members

Discipline results and long term suspension list

Checking residency status



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REGISTRATION, DATABASE ENTRY AND MONITORING

Registration of individuals, programs, events and activities

Database entry at partner organizations such as, but not limited to, ASN Canada FIA, MotorsportReg, Race Monitor, Respect in Sport and other such organizations.

Determination of eligibility, age group and appropriate level of competition

SALES, PROMOTIONS AND MERCHANDISING

Purchasing equipment, coaching manuals, resources and other products

Promotion and sale of merchandise

GENERAL

Travel arrangement and administration

Implementation of the SKR's screening program

Medical emergency, emergency contacts or reports relating to medical or emergency issues

Determination of membership demographics and program wants and needs, by means of surveys or other like mechanisms for collection of information

Managing insurance claims and insurance investigations

Video recording and photography for personal use, and not commercial gain, by spectators, parents and friends

Video recording and photography for promotional use, marketing and advertising by the SKR

Payroll, honorariums, company insurance and health plans.

The SKR's Representatives may collect Personal Information from Members and prospective Members for other purposes, provided that documented consent specifying the use of the Personal Information is obtained from the Members or prospective Members.

1.7 Consent

By providing Personal Information to the SKR, Members providing implied consent to use of that Personal Information for the purposes identified in the **Identifying Purposes** section of this Policy.

At the time of the collection of Personal Information and prior to the use or disclose of the Personal Information, the SKR will obtain consent from Members by lawful means. The SKR may collect Personal Information without consent when it is reasonable to do so and permitted by law.

In determining whether to obtain written or implied consent, the SKR will take into account the sensitivity of the Personal Information, as well the Members' reasonable expectations. Members may consent to the collection and specified use of Personal Information in the following ways:

Completing and/or signing an application form

Checking a check box, or selecting an option (such as 'Yes' or 'I agree')

Providing written consent either physically or electronically

Consenting orally in person.

Consenting orally over the phone

The SKR will not, as a condition of providing a product or service, require Members to consent to the use, collection, or disclosure of Personal Information beyond what is required to fulfill the specified purpose of the product or service.

A Member may withdraw consent in writing, at any time, subject to legal or contractual restrictions. The SKR will inform the Member of the implications of withdrawing consent.

The SKR will not obtain consent from Members who are minors, seriously ill, or mentally incapacitated. Consent from these individuals will be obtained from a parent, legal guardian, or a person having power of attorney.

The SKR is not required to obtain consent for the collection of Personal Information, and may use Personal Information without the Member's knowledge or consent, only if:

It is clearly in the Member's interests and the opportunity for obtaining consent is not available in a timely way



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Knowledge and consent would compromise the availability or accuracy of the Personal Information and collection is required to investigate a breach of an agreement or a contravention of a federal or provincial law An emergency threatens a Member's life, health, or security.

The SKR is also not required to obtain consent for the collection of Personal Information if the information is for journalistic, artistic, or literary purposes.

The SKR may disclose Personal Information without the Member's knowledge or consent only:

- To a lawyer representing the SKR
- To collect a debt that the Member owes to the SKR
- To comply with a subpoena, a warrant, or an order made by a court or other body with appropriate jurisdiction
- To a government institution that has requested the information and identified its lawful authority, if that government institution indicates that disclosure is for one of the following purposes: enforcing or carrying out an investigation, gathering intelligence relating to any federal, provincial, or foreign law, national security or the conduct of international affairs, or administering any federal or provincial law
- To an investigative body named in PIPEDA or a government institution, if the SKR believes the Personal Information concerns a breach of an agreement, contravenes a federal, provincial, or foreign law, or if the SKR suspects the Personal Information relates to national security or the conduct of international affairs
- To an investigative body for purposes related to the investigation of a breach of an agreement or a contravention of a federal or provincial law
- In an emergency threatening an Member's life, health, or security (the SKR will inform the Member of the disclosure)
- To an archival institution
- 20 years after the Member's death or 100 years after the record was created
- If it is publicly available as specified in PIPEDA
- If otherwise required by law

1.8 Accuracy, Retention, and Openness

In order to minimize the possibility that inappropriate Personal Information may be used to make a decision about a Member, Personal Information will be accurate, complete, and as up-to-date as is necessary for the purposes for which it will be used.

Personal Information will be retained as long as reasonably necessary to enable participation in the SKR programs, events, and activities, and in order to maintain historical records as may be required by law or by governing organizations.

The SKR's Representatives will be made aware of the importance of maintaining the confidentiality of Personal Information and are required to comply with the SKR's *Confidentiality Policy*.

Personal Information will be protected against loss or theft, unauthorized access, disclosure, copying, use, or modification by security safeguards appropriate to the sensitivity of the Personal Information.

Personal Information that has been used to make a decision about a Member will be maintained for a minimum of one year in order to allow the individual the opportunity to access the Personal Information after the decision has been made.

The SKR will make the following information available to Members:

- This Privacy Policy
- Any additional documentation that further explains the SKR's Privacy Policy
- The name or title, and the address, of the person who is accountable for the SKR's Privacy Policy
- The means of gaining access to Personal Information held by the SKR
- A description of the type of Personal Information held by the SKR, including a general account of its use



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- Identification of any third parties to which Personal Information is made available

1.9 Access

Upon written request, and with assistance from the SKR after confirming the Member's identity, Members may be informed of the existence, use, and disclosure of their Personal Information and will be given access to that Personal Information. Members are also entitled to be informed of the source of the Personal Information, and provided with an account of third parties to which the Personal Information has been disclosed.

Unless there are reasonable grounds to extend the time limit, requested Personal Information will be disclosed to the Member, at no cost to the Member, within thirty (30) days of receipt of the written request.

Members may be denied access to their Personal Information if the information:

Is prohibitively costly to provide

Contains references to other individuals

Cannot be disclosed for legal, security, or commercial proprietary purposes

Is subject to solicitor-client privilege or litigation privilege

If the SKR refuses a request for Personal Information, it shall inform the Member the reasons for the refusal and identify the associated provisions of PIPEDA that support the refusal.

1.10 Compliance Challenges

Members are able to challenge the SKR for its compliance with this Policy.

Upon receipt of a complaint, the SKR will:

- Record the date the complaint is received
- Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint
- Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within seven (7) days of receipt of the complaint
- Appoint an investigator using the SKR's personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation and will have unfettered access to all file and personnel
- Upon completion of the investigation and within thirty (30) days of receipt of the complaint, the investigator will submit a written report to the SKR
- Notify the complainant the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures

The SKR will not dismiss, suspend, demote, discipline, harass, or otherwise disadvantage any SKR Member or Representative who:

- Challenges the SKR for its compliance with this Policy
- Refuses to contravene this Policy or PIPEDA
- Takes precautions not to contravene this Policy or PIPEDA; even though said precautions may be in opposition to the regular duties performed by the Member