

# PRIVACY POLICY

## Purpose of NLATU Privacy Policy

NLATU is a volunteer driven, incorporated not for profit organization dedicated to the pursuit of excellence in the development of the Sport and Martial Art of Taekwondo in the Province of Newfoundland and Labrador. This policy serves to protect the collection, usage, retention and distribution of personal information of those connected with the NLATU.

This privacy policy has been developed to comply with Canada's Personal Information Protection and Electronic Documents Act ("PIPEDA"). PIPEDA sets out rules for the collection, use and disclosure of personal information in the course of commercial activity as defined in the Act.

## The Ten Principles of *PIPEDA* Summarized

**Accountability:** organizations are accountable for the personal information they collect, use, retain and disclose in the course of their commercial activities, including, but not limited to, the appointment of a Chief Privacy Officer;

**Identifying Purposes:** organizations are to explain the purposes for which the information is being used at the time of collection and can only be used for those purposes;

**Consent:** organizations must obtain an Individual's express or implied consent when they collect, use, or disclose the individual's personal information;

**Limiting Collection:** the collection of personal information must be limited to only the amount and type that is reasonably necessary for the identified purposes;

**Limiting Use, Disclosure and Retention:** personal information must be used for only the identified purposes, and must not be disclosed to third parties unless the Individual consents to the alternative use or disclosure;

**Accuracy:** organizations are required to keep personal information in active files accurate and up-to-date;

**Safeguards:** organizations are to use physical, organizational, and technological safeguards to protect personal information from unauthorized access or disclosure.

**Openness:** organizations must inform their clients and train their employees about their privacy policies and procedures;

**Individual Access:** an individual has a right to access personal information held by an organization and to challenge its accuracy if need be; and

**Provide Recourse:** organizations are to inform clients and employees of how to bring a request for access, or complaint, to the Chief Privacy Officer, and respond promptly to a request or complaint by the individual.

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**Collection:** The NLATU collects personal information from its members. The organization will make all reasonable efforts to fully inform such individuals about the planned use/disclosure. The organization will limit the collection and use of personal information to that required for valid operational purposes or to comply with legislation.

**Accuracy:** The organization will make every reasonable effort to ensure that the personal information it collects and uses is accurate and complete. Individuals providing personal information will have the opportunity to review and correct their personal information, and on written request by an individual to whom the information relates, the organization will modify the information as required.

**Storage:** The organization will store personal information using hard copy and/or electronic means in such a way as to prevent unauthorized collection, access, use, disclosure or disposal of the personal information.

**Retention:** The organization will establish a retention period for all personal information collected. This period may be related to legislation other than PIPEDA.

**Disclosure:** The organization will not disclose personal information unnecessarily to any third party, without the expressed written consent of the individual.

**Access:** The organization promotes individual's right of access to personal information about themselves. The employer will provide access to information upon request. Access will be provided according to established procedures. In addition to the care that the NLATU takes directly, we are also working with partner organizations that may at some point handle personal information gathered by us in the course of their relationship with and service to us. Each third party partner has agreed to meet our standards of privacy, confidentiality and security.

All Directors and NLATU personnel who in any way handle or manage Personal Information have acknowledged and agreed to adhere to our Privacy Code and the procedures that support that code.

Board Approved 2012