



Skate Canada Privacy Code

<https://skatecanada.ca/our-privacy-commitment/>

RESPONSIBILITIES

All Individuals

- Being familiar with and following policies and procedures regarding personal information.
- Keeping their own files current regarding business and personal details required for business use.
- Obtaining the proper consents and authorizations prior to disclosure of personal information. (reference Skate Canada's Consent and Authorization for the Release of Private Information form)
- Immediately reporting any breaches of confidentiality to their Manager.
- Keeping private passwords and access to personal data secured. Sharing of passwords is not permitted.
- Relinquishing any personal, privileged, confidential or member information in their possession before or immediately upon termination of employment.
- Ensuring proper disposal of unnecessary files/information, shredding boxes are available throughout the Ottawa Service Centre.

Club Administrators/Staff/Board Members/Coaches

- Obtaining consent for the collection and use of personal information from individuals as required.
- Ensuring policies and procedures regarding collection, use and disclosure of information are consistently adhered to.
- Responding to requests for disclosure after the proper release is obtained.
- Ensuring proper disposal of unnecessary files/information.
- Maintaining systems and procedures that ensure employee records are kept private and secured.



COMPLIANCE

I acknowledge, understand, and will comply with the Privacy Policy.

Name: _____

Signature: _____

Date: _____

APPENDIX: NOTICE OF COLLECTION STATEMENT

By signing below, you acknowledge that you have read, understood and agree to comply with the Skate Canada Privacy Code as provided (<https://skatecanada.ca/our-privacy-commitment/>) and hereby request, and consent to, the registering of myself with Skate Canada.

By signing below and registering with a club or skating school and allowing yourself to be registered nationally with Skate Canada and submitting this form, you indicate your acceptance of all terms and conditions associated with the Skate Canada Privacy Code and expressly provide your consent to the collection, use and disclosure of your confidential information to register you with Skate Canada in any capacity including, without limitation, as a Skate Canada registrant, coach or in connection with your affiliation with a skating club or skating school and to administer various services, such as Skate Canada programs, services and events, all as set forth in the Privacy Code. In addition, through the submission of form, you expressly consent to the sharing or exchange of your confidential information with Skate Canada affiliates, which includes your local skating club or skating school or provincial association or section, and with service providers.

Name: _____

Signature: _____

Date: _____