

# ALBERTA HORSE TRIALS ASSOCIATION – PRIVACY POLICY

## **Purpose**

The Alberta Horse Trials Association (AHTA) is subject to the [Federal Personal Information Protection and Electronic Documents Act \(PIPEDA\)](#). PIPEDA requires Canadian not-for-profits to adhere to ten (10) privacy principles to ensure fair information practices that in turn form the ground rules for the collection, use and disclosure of personal information. In accordance with the PIPEDA, the Alberta Horse Trials Association is responsible for the protection of personal information and the fair handling of it at all times both throughout the organization and in dealings with third parties.

## **Application**

This policy provides direction on how personal information is collected, used and disclosed within the AHTA. The AHTA will comply fully with the principles and exceptions set out in PIPEDA.

### ***1. Responsibility and Accountability***

The AHTA President and the Membership Secretary has the primary responsibility for ensuring compliance with the AHTA Privacy Policy as set out herein and has the authority to intervene on privacy issues that relate to any of AHTA's operations. The Membership Secretary is responsible for:

- a) Collecting, using and disclosing personal information;
- b) Responding to requests and general inquiries for personal information;
- c) Responding to requests for correction to personal information;
- d) Responding to complaints about the collection, use and disclosure of personal information by the AHTA
- e) Explaining the purpose(s) for the collection, use and disclosure of personal information;

The AHTA President may delegate any responsibilities set out herein to another AHTA Director or Official or to an individual approved by the AHTA Board. All AHTA Directors, Officials or any individual approved by the Board to handle any responsibilities set out herein, are required to understand and adhere to the AHTA Privacy Policy.

### ***2. Purposes***

The AHTA collects personal information from individuals for the following purposes:

- a) To determine eligibility for competitions
- b) To determine eligibility for AHTA Programs and Services such as the Alberta High Performance and U18 programs, clinics and competitions
- c) To determine eligibility for awards & subsidies
- d) To communicate information AHTA deems of value to its members such as competition dates, services and programs.
- e) To communicate information in the event of an emergency
- f) To conduct data analysis of trends in membership

### ***3. Consent***

Consent will be obtained through the act of purchasing a membership, registration for programs or services, and application for volunteer positions or contractual agreement.

#### ***4. Limiting Collection***

The AHTA will limit collection to the purposes written herein, unless clearly expressed otherwise at the time the information is being collected.

#### ***5. Limiting Use, Disclosure and Retention***

Without consent, information may only be used for the purpose(s) for which it is collected. The AHTA will only retain information for so long as it is required. AHTA will not sell, rent, lease or release information to any organization or individual unless it is necessary for the purposes as stated above or when it is required by law.

#### ***6. Accuracy***

Personal information will be maintained in an accurate, complete and up-to-date manner. The individual submitting the information will be responsible for supplying the AHTA with updated personal information.

#### ***7. Safeguards and Security of Stored Information***

The AHTA will take precautionary steps to protect the information that is collected. Information will be processed and stored in secure and confidential locations with strict access controls.

#### ***8. Openness***

The AHTA shall make readily available to individuals specific information about its policies and practices relating to the management of personal information. Any requests or enquiries about this policy can be directed to the AHTA President or the Membership Secretary.

#### ***9. Individual Access***

Upon written request, the AHTA will provide information on the existence, use and disclosure of any personal information pertaining to that individual. Individuals have the right to challenge the accuracy and completeness of the information pertaining to them.

#### ***10. Challenging Compliance***

An individual shall be able to address a challenge concerning compliance with the above principles to the President, or the Membership Secretary or his/her delegate as set out herein for the Association's compliance. AHTA will investigate and respond to all concerns about any aspect of the collection, use and disclosure of personal information, in a timely manner. The AHTA will take appropriate measures to correct any inaccurate personal information that is identified or to modify policies or procedures where necessary.

The AHTA communicates certain information relating to eventing which the organization believes has value. If an individual wishes to opt-out of receiving targeted communications from the AHTA, the individual must inform the President, Membership Secretary or Communications Chair.

Approved: