

# Canadian Senior Games Association (CSGA)

## Information Privacy Policy

### **Policy Statement:**

The CSGA and the Canada 55+ Games Host organization (known as Host) are accountable in how it collects, protects and uses the personal information of participants, non-participants, volunteers and other individuals involved in the Canada 55+ Games and/or other activities of the CSGA.

### **Scope of the Policy:**

This policy applies to the Host collecting, using or disclosing personal information on behalf of the CSGA prior to, during or following the games.

**Participant** is anyone who registers and attends the Games and participates in one or more events.

**Non-Participant** (typically a partner or relative of a participant) is anyone who registers and attends the Games but does not participate in any of the Games events. They pay a reduced fee and have access to transportation, ceremonies, etc.

**Volunteer** is an individual that participates in the planning or execution of the Games.

**Personal information:** Any information about an individual that can be used to distinguish, identify or contact a specific individual. Personal information includes name, date of birth, age, home address, telephone number, email address, health and medical information or interests of an individual but does not include the name, position or business address or telephone number of an employee of an organization.

### **Implementation of the policy:**

The policy outlines the principles and practices in protecting the personal information of the participants, non-participants and volunteers. This includes the collection, use, disclosure, security, retention and disposal of personal information in a manner that recognizes the right of privacy of individuals and the needs of CSGA and the Host.

The Host must comply with the legal jurisdictions of their Province regarding the protection of personal information.

### **Collection and use of Personal Information:**

The collection, use or disclosure of personal information for participants, non-participants and volunteers will be identified at the time of collection.

1. Participant, and non-participant personal information will be collected voluntarily when the Canada 55+ Games registration form is completed, or input into the online registration database (as applicable).
2. Personal information collected is necessary to fulfil the following purposes:

- to verify eligibility requirements, register participants in events, and to create event schedules including any other documentations used for the Games.
- to register non-participants in any type of activity or documentation used for the Games.
- to provide participant information to media or report results of the Games on the Host and/or CSGA website, other media sites or any type of documentation used during the Games.
- to display pictures (names, age category) for the Games website or other sites for publicity purposes.
- to establish a list of volunteers and determine their qualification and preferences.
- to provide on-going games information.

Participant, non-participant and volunteer personal information will not be used or disclosed for any additional purpose unless consent is obtained to do so. This includes not selling or giving away lists or personal information to other parties.

**Consent:**

1. Consent will be provided by participants and non-participants by voluntarily completing the Canada 55+ Games registration form where the purpose for collecting, using or disclosing personal information is identified in the "Release, Waiver and Consent form". This includes consent regarding medical information in the event of injury and medical emergency or other conditions requiring treatment during the Games.
2. Consent is not required when personal information is available from a public source (e.g. a telephone directory).
3. Consent is not required when personal information is permitted or required by law.

**Retaining Personal Information:**

1. Personal information will be retained only as long as necessary to fulfil the identified purpose or for legal purposes.

**Accuracy of Personal Information:**

1. Reasonable effort will ensure that participant, non-participant or volunteer personal information is accurate and complete where it may be used to make a decision or disclosed to another organization.
2. A request may be made to correct personal information in order to ensure its accuracy and completeness.

**Securing and Disposal of Personal Information:**

The Host will ensure the security of participant, non-participant or volunteer personal information to protect it from unauthorized access, collection, use, disclosure, copying, modification or disposal or similar risks.

The CSGA will review and update security policies and controls as technology changes to ensure ongoing information security:

- Security measures may include locked file cabinets, restricted access to offices, safety deposit boxes, and for computers: user IDs and passwords for access to electronic files.
- Access to personal information will only be granted to volunteers needing access.
- Appropriate security measures when destroying personal information such as shredding documents, and/or deleting electronically stored information.