



# Archers Association of Nova Scotia

## **AANS Policy 2013-14: Policy on Privacy**

This policy is adopted from the Archery Canada Privacy Policy and has been reviewed and revised by the executive committee on 2013/08/27.

Effective January 1, 2004, the Government of Canada implemented the last phase of the Personal Information Protection and Electronic Document Act (PIPEDA). PIPEDA was created to ensure all Canadians' basic right to privacy is upheld.

We at the Archers Association of Nova Scotia (herein after referred to as AANS) are dedicated to keeping your personal and financial information in strict confidence.

As technology continues to change, AANS will always protect your privacy.

Before or when AANS collects information about you, AANS will explain how it is intended to be used. Unless law requires AANS, will not use or disclose any personal information that has been collected. Once AANS has received your consent and unless your information requires amendments, it will be kept on file and will not be used or disclosed to anyone not directly pertaining to AANS's programmes and services. In order to safeguard your personal information, AANS may require you to provide sufficient identification information to permit us to authorize access to your file. The information AANS asks of you is information that refers to you specifically that may include the following:

- Name Mailing address
- Business & Home Phone number Fax number
- Emergency contact name and phone number Email address
- Passport number Visa numbers if applicable
  
- Date of Birth (for tournament registration purposes)
- Credit card number

AANS will use the above-mentioned information to communicate with you and to process your requests. Your information may be sent to a third party such as a hotel, organising committee, supplier, the Canadian Centre for Ethics in Sport, or AANS's travel agency allowing AANS to complete your travel itinerary. AANS will do its utmost to ensure that these companies and contacts also have privacy policies in place prior to releasing such information to them. AANS will make every effort to ensure that your personal information is as accurate, complete and up-to-date as is necessary for the purposes for which it was collected. If you need to have your information amended, please contact the AANS office directly.

AANS does not provide or sell its membership lists to any outside company for use in marketing or solicitation.

Only AANS employees are granted access to personal information about our members.

AANS and employees are not responsible for the content or the privacy policies of other web sites to which AANS's site may be linked.

Although AANS will endeavor to link only to sites with high privacy standards, AANS's policy will no longer apply once you leave AANS's web site.

AANS suggests you examine the privacy statements of those sites to learn how your information may be gathered and disclosed.

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#### CLIENT CONSENT FORM

I, \_\_\_\_\_, authorize the AANS access to my personal information allowing them to provide me with my requested programmes and services. I also acknowledge that my personal information may have to be provided to a third party in order to complete my request.

Before or when AANS collects information from me, AANS will explain how it intends to use this information. Unless required by law, AANS will not use or disclose any personal information that has been collected without documenting the new purpose and obtaining my consent.

I would also like to authorize the following people access to my file. (Check off the following please)

- 1 - \_\_\_\_\_ Membership database supervisor
- 2 - \_\_\_\_\_ Accounting personnel
- 3 - \_\_\_\_\_ Team leader/coach/mission staff

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_