CATEGORY: 3.0 GovernanceandLeadership **SECTION: 3.4 Human Resources**			
POLICY: 3.4.4 Privacy Policy	**APPROVED:** **April 2020** **May 13, 2025**	**REVIEW DATE:**	**PAGES: 7**

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GENERAL

1. Background – Privacy of personal information is governed by the federal *Personal Information Protection and Electronic Documents Act* (PIPEDA). This Policy describes the way that the CCPSA collects, uses, safeguards, discloses and disposes of personal information, and states its commitment to collecting, using and disclosing personal information responsibly. This Policy is based on the standards required by the PIPEDA and the interpretation of these responsibilities by the CCPSA.

2. Definitions – The following terms have these meanings in this Policy:
   a) "Commercial Activity" – Any particular transaction, act or conduct that is of a commercial character.
   b) "IP Address" – A numerical label that is assigned to electronic devices participating in a computer network that uses internet protocol for communication between devices.
   c) "Personal Information" – Any information about an individual that relates to the person's personal characteristics including, but not limited to: gender, age, income, home address or telephone number, ethnic background, family status, health history, and health conditions.
   d) "Representatives" – Members, directors, officers, committee members, employees, athletes, coaches, officials, sport assistants, managers, trainers, volunteers, administrators, contractors and participants within the CCPSA.

3. Purpose – The purpose of this Policy is to govern the collection, use and disclosure of personal information in the course of commercial activities in a manner that recognizes the right to privacy of individuals with respect to their personal information and the need of the CCPSA to collect, use or disclose personal information.

APPLICATION OF THIS POLICY

4. Application – This Policy applies to Representatives in connection with personal information that is collected, used or disclosed during any commercial activity related to the CCPSA.

5. Ruling on Policy – Except as provided in the PIPEDA, the Board of Directors of the CCPSA will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

OBLIGATIONS

6. Statutory Obligations – The CCPSA is governed by the PIPEDA in matters involving the collection, use and disclosure of personal information.

7. Additional Obligations – In addition to fulfilling all requirements of the PIPEDA, the CCPSA and its Representatives will also fulfill the additional requirements of this Policy. Representatives of the CCPSA will not:
   a) Disclose personal information to a third party during any business or transaction unless such business, transaction or other interest is properly consented to in accordance with this Policy
   b) Knowingly place themselves in a position where they are under obligation to any organization to disclose personal information
   c) In the performance of their official duties, disclose personal information to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest
   d) Derive personal benefit from personal information that they have acquired during the course of fulfilling their duties with the CCPSA
   e) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, the disclosure of personal information

ACCOUNTABILITY

8. Privacy Officer – The Executive Director will serve in the Privacy Officer role and is responsible for the implementation of this Policy and monitoring information collection and data security and for ensuring that all staff receive appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted as follows:

Canadian Cerebral Palsy Sports Association
c/o House of Sport, RA Centre – 2451 Riverside Drive
Ottawa, Ontario
K1H 7X7

Tel: (613) 748-1430
Toll Free: 1-888-752-2772
Email: info@ccpsa.ca

9. Duties – The Privacy Officer will:
   a) Implement procedures to protect personal information

b) Establish procedures to receive and respond to complaints and inquiries
c) Record all persons having access to personal information
d) Ensure any third-party providers abide by this Policy
e) Train and communicate to staff information about the CCPSA privacy policies and practices

10. Employees – The CCPSA shall be responsible for ensuring that the employees, contractors, agents, or otherwise of the CCPSA are compliant with the PIPEDA and this Policy.

IDENTIFYING PURPOSES

11. Purpose – Personal information may be collected from Representatives and prospective Representatives for purposes that include, but are not limited to, the following:

Communications:

a) Sending communications (e.g., via newsletters, social media, news releases) with content related to programs, events, fundraising, activities, discipline, appeals, and other pertinent information regarding the CCPSA
b) Publishing articles or media coverage and posting it on the CCPSA website, displays or posters, or via social media platforms
c) Award nominations, biographies, and media relations/social media
d) Communication within and between Representatives
e) Discipline results and long-term suspension list
f) Checking residency status
g) Posting images, likeness or other identifiable attributes to promote the CCPSA

Registration, Database Entry and Monitoring:

a) Registration of programs, events and activities
b) Database entry at the Coaching Association of Canada and to determine level of coaching certification coaching qualifications and coach selection
c) Database entry to determine level of officiating certification and qualifications
d) Determination of eligibility, age group and appropriate level of play/competition
e) Athlete registration, outfitting uniforms, and various components of athlete and team selection
f) Technical monitoring, officials training, educational purposes, sport promotion, and media publications
g) Selection
h) Implementation of anti-doping policies and drug testing
i) Implementation of classification
j) Technical monitoring, coach/club review, officials training, educational purposes, media publications, and sport promotion
k) Disclosure of information to the Canadian Centre for Ethics in Sport (CCES) for the Public Registry

Sales, Promotions and Merchandising:

l) Purchasing equipment, coaching manuals, resources and other products
m) Promotion and sale of merchandise

General:

a) Travel arrangement and administration
b) Implementation of the CCPSA screening program
c) Medical emergency, emergency contacts or reports relating to medical or emergency issues
d) Determination of membership demographics and program wants and needs
e) Managing insurance claims and insurance investigations

f) Video recording and photography for personal use, and not commercial gain, by spectators, parents and friends
g) Video recording and photography for promotional use, marketing and advertising by the CCPSA
h) Payroll, honorariums, company insurance and health plans

12. Purposes not Identified – The CCPSA shall seek consent from individuals when personal information is used for commercial activity not previously identified. This consent will be documented as to when and how it was received.

CONSENT

13. Consent – The CCPSA shall obtain consent by lawful means from individuals at the time of collection and prior to the use or disclosure of this information. The CCPSA may collect personal information without consent where reasonable to do so and where permitted by law.

14. Implied Consent – By providing personal information to the CCPSA, individuals are consenting to the use of the information for the purposes identified in this Policy.

15. Withdrawal – An individual may declare to the Privacy Officer in writing to withdraw consent to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions. The CCPSA will inform the individual of the implications of such withdrawal.

16. Legal Guardians – Consent shall not be obtained from individuals who are minors, seriously ill, or mentally incapacitated and therefore shall be obtained from a parent, legal guardian or person having power of attorney of such an individual.

17. Exceptions for Collection – The CCPSA is not required to obtain consent for the collection of personal information if:
    a) It is clearly in the individual's interests and consent is not available in a timely way
    b) Knowledge and consent would compromise the availability or accuracy of the information and collection is required to investigate a breach of an agreement or contravention of a federal or provincial law
    c) The information is for media or journalistic purposes
    d) The information is publicly available as specified in the PIPEDA

18. Exceptions for Use – The CCPSA may use personal information without the individual's knowledge or consent only:
    a) If the CCPSA has reasonable grounds to believe the information could be useful when investigating a contravention of a federal, provincial or foreign law and the information is used for that investigation
    b) For an emergency that threatens an individual's life, health or security
    c) Aggregate information for statistical or scholarly study or research
    d) If it is publicly available as specified in the PIPEDA
    e) If the use is clearly in the individual's interest and consent is not available in a timely way
    f) If knowledge and consent would compromise the availability or accuracy of the information and collection was required to investigate a breach of an agreement or contravention of a federal or provincial law

19. Exceptions for Disclosure – The CCPSA may disclose personal information without the individual's knowledge or consent only:
    a) To a lawyer representing the CCPSA
    b) To collect a debt the individual owes to the CCPSA

c) To comply with a subpoena, a warrant or an order made by a court or other body with appropriate jurisdiction
d) To a government institution that has requested the information, identified its lawful authority, and indicated that disclosure is for the purpose of enforcing, carrying out an investigation, or gathering intelligence relating to any federal, provincial or foreign law; or that suspects that the information relates to national security or the conduct of international affairs; or is for the purpose of administering any federal or provincial law
e) To an investigative body named in the PIPEDA or government institution on the CCPSA initiative when the CCPSA believes the information concerns a breach of an agreement, or a contravention of a federal, provincial, or foreign law, or suspects the information relates to national security or the conduct of international affairs
f) To an investigative body for the purposes related to the investigation of a breach of an agreement or a contravention of a federal or provincial law
g) In an emergency threatening an individual's life, health, or security (the CCPSA must inform the individual of the disclosure)
h) Aggregate information for statistical, scholarly study or research
i) To an archival institution
j) 20 years after the individual's death or 100 years after the record was created
k) If it is publicly available as specified in the regulations
l) If otherwise required by law

LIMITING COLLECTION, USE, DISCLOSURE AND RETENTION

20. Limiting Collection, Use and Disclosure – The CCPSA shall not collect, use or disclose personal information indiscriminately. Information collected will be for the purposes specified in this Policy, except with the consent of the individual or as required by law.

21. Retention Periods – Personal information shall be retained as long as reasonably necessary to enable participation in the CCPSA, to maintain accurate historical records and or as may be required by law.

22. Destruction of Information – Documents shall be destroyed by way of shredding and electronic files will be deleted in their entirety.

SAFEGUARDS

23. Safeguards – Personal information shall be protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification.

BREACHES

24. Breaches – The CCPSA is required to report breaches of its security safeguards and any unauthorized disclosure of, or access to, personal information to the Office of the Privacy Commissioner if the breach, disclosure, or access may pose a "real risk of significant harm" to an individual. A "real risk of significant harm" is defined as: "*Bodily harm, humiliation, damage to reputation or relationships, loss of employment, business or professional opportunities, financial loss, identity theft, negative effects on the credit record and damage to or loss of property".*

25. Reporting – The CCPSA will report the breach or unauthorized access or disclosure to the Office of the Privacy Commissioner in the form and format specified by the Office of the Privacy Commissioner or will be subject to financial penalties.

26. Records and Notification – In addition to reporting the breach or unauthorized access or disclosure, the CCPSA will keep records of the breach and inform affected individuals.

INDIVIDUAL ACCESS

27. Access – Upon written request, and with assistance from the CCPSA, an individual may be informed of the existence, use and disclosure of his or her personal information and shall be given access to that information. Further, an individual is entitled to be informed of the source of the personal information along with an account of third parties to whom the information has been disclosed.

28. Response – Requested information shall be disclosed to the individual within 30 days of receipt of the written request at no cost to the individual, or at nominal costs relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.

29. Denial – An individual may be denied access to his or her personal information if the information:
    a) Cannot be disclosed for legal, security, or commercial proprietary purposes
    b) Is subject to solicitor-client privilege or litigation privilege

30. Reasons – Upon refusal, the CCPSA shall inform the individual the reasons for the refusal and the associated provisions of the PIPEDA.

31. Identity – Sufficient information shall be required to confirm an individual's identity prior to providing that individual an account of the existence, use, and disclosure of personal information.

CHALLENGING COMPLIANCE

32. Challenges – An individual shall be able to challenge compliance with this Policy and the PIPEDA to the designated individual accountable for compliance.

33. Procedures – Upon receipt of a complaint the CCPSA shall:
    a) Record the date the complaint is received
    b) Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint
    c) Acknowledge receipt of the complaint by way of written communication and clarify the nature of the complaint within three (3) days of receipt of the complaint
    d) Appoint an investigator using organization personnel or an independent investigator, who shall have the skills necessary to conduct a fair and impartial investigation and shall have unfettered access to all relevant file and personnel, within ten (10) days of receipt of the complaint
    e) Upon completion of the investigation and within twenty-five (25) days of receipt of the complaint, the investigator will submit a written report to the CCPSA
    f) Notify the complainant to the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures within thirty (30) days of receipt of the complaint

34. Whistleblowing – The CCPSA shall not dismiss, suspend, demote, discipline, harass or otherwise disadvantage any director, officer, employee, committee member volunteer, trainer, contractor, and other decision-maker within the CCPSA or deny that person a benefit because the individual, acting in good faith and on the basis of reasonable belief:
    a) Disclosed to the commissioner that the CCPSA has contravened or is about to contravene the PIPEDA
    b) Has done or stated an intention of doing anything that is required to be done in order to avoid having any person contravene the PIPEDA
    c) Has refused to do or stated an intention of refusing to do anything that is in contravention of the PIPEDA

IP ADDRESS

35. IP Address – The CCPSA does not collect, use or disclose personal information such as IP addresses.

APPLICABLE LAW

36. Applicable Law – The CCPSA website is created and controlled by the CCPSA in the province of Ontario. As such, the laws of the province of Ontario shall govern these disclaimers, terms and conditions.