



Privacy Policy

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1. GOAL

- 1.1. This CC Policy defines the manner in which Cycling Canada (CC) collects, uses, retains, safeguards, discloses and disposes of the Personal Information of both prospective and current Participants and the public.

2. PRINCIPLES

- 2.1. CC acknowledges that Canada's *Personal Information Protection and Electronic Documents Act* (PIPEDA) (including any amendments or successor legislation) or substantially similar provincial legislation, as applicable, applies to organizations (including not-for-profits) that collect, use or disclose Personal Information in the course of commercial activities.

3. FIELD OF APPLICATION

- 3.1. This CC Policy applies to CC.
- 3.2. CC will endeavour to cause organizations and individuals with which CC engages in the course of its activities to collect, retain, safeguard, use, disclose and dispose of Personal Information in substantially the manner as set out herein. In particular, CC will include provisions related to such Personal Information handling in any agreement to provide CC sanctioning or funding to event organizers, including, without limitations, race organizers.
- 3.3. CC is recognized by the Union Cycliste International (UCI) as the national governing body for cycling in Canada. As the National Sport Organization (NSO), CC has influence, but not direct authority, over the policies and activities of its Members. However, under the CC Bylaws, CC grants Members the right to issue participant licences and to sanction cycling events; therefore in that respect CC requires that each Member adopt a privacy policy that is, at minimum, substantially similar to this document, in accordance with applicable provincial and federal laws.

4. DEFINITIONS

- 4.1. **Member:** The Members of CC are the provincial and territorial associations recognized by the Board which have met the prescribed financial and administrative obligations, as indicated in the CC By-laws.

- 4.2. **Personal Information:** information about an identifiable individual and could include for example, the name, date of birth, address and phone number, personal email address, credit card information or other personal information about such identifiable individual.
- 4.3. **Participant:** A Participant is any individual, in good standing with a Member, who participates in any one of the cycling sports, or who acts as a coach, official, volunteer, support personnel, or committee member with CC or with a Member.

5. POLICY STATEMENT

- 5.1. CC will adopt and adhere to the following guiding principles (which are set out in PIPEDA).
 - 1. Accountability
 - 2. Identifying Purposes
 - 3. Consent
 - 4. Limiting Collection
 - 5. Limiting Use, Disclosure, and Retention
 - 6. Accuracy
 - 7. Safeguards
 - 8. Openness
 - 9. Individual Access
 - 10. Challenging Compliance

6. PROVISIONS

- 6.1. Accountability – CC acknowledges that it is responsible for Personal Information under its control, and has designated its Chief Executive Officer (CEO) as the person who shall remain accountable for CC’s compliance with this CC Policy. Other individuals within CC may be responsible for the day-to-day collection, use, disclosure and other processing of Personal Information, and other individuals within CC may be delegated to act on behalf of the CEO regarding the handling of Personal Information.
- 6.2. Identifying Purpose – Where CC collects Personal Information, CC will document the purpose(s) for which such Personal Information is collected, at or before the time of collection. CC will only collect such Personal Information as is necessary for the purpose(s) identified. When CC wishes to use such Personal Information that has already been collected for a purpose not previously identified, the new purpose will be identified prior to use.
- 6.3. Consent – CC will, in the normal course of its activities, obtain an individual’s consent to collect, use and disclose that individual's Personal Information, or before using that individual’s Personal Information for a purpose other than that for which it was originally collected. However, CC acknowledges that legal, medical, or security reasons may make it impossible or impractical to seek such consent. CC also acknowledges that from time to time seeking such consent from an individual may be impossible or inappropriate when the individual is a minor, seriously ill, or mentally incapable.
 - 1. NOTE: CC may disclose Personal Information when such disclosure is required under applicable law, but shall endeavour to inform the relevant individual as soon as practicable regarding the Personal Information disclosed and to whom it was disclosed.

- 6.4. Limiting Collection – CC shall not collect Personal Information indiscriminately; the amount and type of Personal Information collected by CC shall be limited to that which is necessary to fulfill the purpose(s) identified.
1. NOTE: as the NSO responsible for the sport of cycling in Canada, CC is bound by the rules of the sport, and by the dictates of the international sport governing body, the Union Cycliste Internationale (UCI).
- 6.5. Limiting Use, Disclosure, and Retention – CC shall limit the ways it uses, discloses and retains Personal Information. Unless pursuant to applicable law CC is required to use or disclose Personal Information without consent, CC shall not use or disclose Personal Information, unless and until it has 1) identified the purpose(s), and 2) received consent. CC will retain Personal Information only for as long as is necessary to fulfill relevant purposes, unless required by applicable law.
- 6.6. Accuracy – CC will endeavour to ensure that the Personal Information it collects is accurate, complete, and up-to-date for the purpose(s) for which it is to be used or disclosed in accordance with this CC Policy. If an individual challenges the accuracy or completeness of their Personal Information, CC will correct, delete or add Personal Information as appropriate.
- 6.7. Safeguards – CC will put in place physical, organizational, and technological security safeguards that are appropriate for the sensitivity of the Personal Information CC collects and retains.
- 6.8. Openness – CC shall make this CC Policy, and any procedures related to the protection of Personal Information, readily available.
- 6.9. Individual Access – CC will, upon an individual’s written request, make known to that individual the existence, use, and disclosure of that individual’s Personal Information, and provide the individual access thereto; provided CC has applied reasonably stringent identification criteria such that CC is communicating with the appropriate individual.
- 6.10. Challenging Compliance – Individuals may challenge CC’s compliance with this CC Policy by communicating directly with the CEO. The CEO shall investigate, or cause to have investigated every complaint in this regard, and shall make known to the complainant the results of such investigation.

7. REVIEW AND APPROVAL

- 7.1. Original Policy Leads: Bill Kinash, Kevin Baldwin, and Greg Mathieu
- 7.2. Current Policy Leads: Denise Ramsden, Louizandre Dauphin, Lara Check, Mathieu Boucher, and Matthew Jeffries