

## 1. Introduction

**1.1.** The Alberta Cheerleading Association (ACA) is committed to safeguarding the personal information entrusted to the ACA by its members or others seeking to make use of ACA resources. We manage all personal information in accordance with Alberta's Personal Information Protection Act (PIPA) and any other applicable laws.

**1.2.** This policy outlines the principles and practices we follow in protecting all personal information. This policy applies to the ACA and its members. The policy also applies to any person providing services on our behalf. A copy of this policy shall be provided to any member upon request.

## 2. Definition of Personal Information

**2.1.** Personal information means information about an identifiable individual. This includes an individual's name, home address, email address, phone number, age, sex, race, nationality, ethnicity, origin, marital or family status, healthcare history including information on physical or mental disability, an identifying number, financial information, educational history, etc.

## 3. Collection of Personal information

**3.1.** The ACA collects only the personal information that is required for the purposes of providing services to members including personal information needed to:

**3.1.1.** Register members for and deliver requested programs and services (i.e. competitions, conferences, certifications and clinic registrations);

**3.1.2.** Schedule and contact judges regarding competition assignments;

**3.1.3.** Process and deliver email subscriptions;

**3.1.4.** Contact members regarding upcoming events of interest;

**3.1.5.** Contact members to pursue dispute and complaint resolution;

**3.1.6.** Contact coaches and supervisors to obtain and verify required documentation for certifications; and

**3.1.7.** Use event, team, individual, and group photos for advertising, on various social media platforms, and the ACA website.

**3.2.** The ACA collects information directly from our members. The ACA may collect information from other persons with member consent or as authorized by law. The ACA informs members, before or at the time of collecting personal information, of the purposes for collecting the information. The only time this notification is not provided is when a member volunteers information for an obvious purpose. This can include scenarios when an individual emails the ACA requesting that the ACA provide further information on a topic, when a member sends in insurance forms or registrations, when a member is applying for funding or submitting an application, when a member is submitting an award nomination on behalf of another member, etc.

## 4. Consent

- 4.1.** The ACA asks for consent to collect, use or disclose member personal information, except in specific circumstances where collection, use or disclosure without consent is authorized or required by law. The ACA may assume consent in cases where members volunteer information for an obvious purpose, as indicated within the “Collection of Personal Information” paragraphs.
- 4.2.** The ACA asks for express consent for some purposes and may not be able to provide certain services if members are unwilling to provide consent to the collection, use or disclosure of certain personal information. Where express consent is needed, the ACA will ask members to provide their consent orally (in person, by telephone), in writing (by signing a consent form, by checking a box on a form) or electronically (by clicking a button or checking a box). A member may withdraw consent to the use and disclosure of personal information at any time, unless the personal information is necessary for us to fulfill our legal obligations. The ACA will respect your decision, but may not be able to provide the member with certain products and services if the ACA does not have the necessary personal information.
- 4.3.** The ACA may collect, use or disclose member personal information without consent only as authorized by law. For example, the ACA may not request consent when the collection, use or disclosure is reasonable for an investigation or legal proceeding, to collect a debt owed to our organization, in an emergency that threatens life, health or safety, when the personal information is from a public telephone directory, or is otherwise publicly available.

## 5. Using and Disclosing Personal Information

- 5.1.** The ACA uses and discloses member personal information only for the purposes for which the information was collected, except as authorized by law. The ACA may confidentially share member personal information with an outside organization (such as our National Sport Organization) in order to complete our business on behalf of members. If information is shared with an outside organization the information released will only include what is required to complete the service, and will be maintained in complete confidence by that organization.
- 5.2.** The ACA may use member contact information to deliver goods. The law also allows the ACA to use that contact information for the purpose of collecting a debt owed to our organization, should that be necessary.

## 6. Safeguarding Personal Information

- 6.1.** The ACA protects member personal information in a manner appropriate for the sensitivity of the information. The ACA aims to prevent any loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to personal information.

**6.2.** The ACA uses appropriate security measures when destroying member personal information, including shredding paper records and permanently deleting electronic records. The ACA retains member personal information only as long as is reasonable to fulfill the purposes for which the information was collected or for legal or business purposes.

## **7. Access to Records Containing Personal Information**

**7.1.** Members of the Alberta Cheerleading Association have a right of access to their own personal information in a record that is in custody or under control of the ACA, subject to some exceptions. Organizations are required under PIPA to refuse to provide access to information that would reveal personal information about another individual. Organizations are authorized under PIPA to refuse access to personal information if disclosure would reveal confidential business information. Access may also be refused if the information is privileged or contained in mediation records.

**7.2.** If the ACA refuses a request in whole or in part, the member will be provided with the reasons for the refusal. Where exceptions to access apply, the ACA may withhold that information and provide the member with the remainder of the record. Members may make a request for access to personal information by writing to our official mailing address cited on our website. Members must provide sufficient information in the request to allow the ACA to identify the information the member is seeking. Members may also request information about the ACA's use of personal information and any disclosure of that information to persons outside the ACA organization.

**7.3.** The ACA relies on members to notify the ACA if there is a change to their personal information that may affect their relationship with our organization. If a member is aware of an error in our information about themselves, please contact the ACA and it will be corrected on request wherever possible. In some cases, we may ask for a written request for correction.

**7.4.** The ACA may charge a reasonable fee to provide information, but not to make a correction. The ACA will advise members of any fees that may apply before beginning to process a request.

## **8. Questions and Complaints**

**8.1.** If you have a question or concern about any collection, use or disclosure of personal information by the Alberta Cheerleading Association, or about a request for access to your own personal information, please contact the ACA office in writing:

Alberta Cheerleading Association  
11759 Groat Road, NW  
Edmonton, AB T5M 3K6  
[michelle@albertacheerleading.ca](mailto:michelle@albertacheerleading.ca)