



## Policy – Protection of Personal Information

### Purpose

To ensure the privacy of personal information, collected by the QEXCA (the Association), and compliance with the requirements of all applicable legislation.

### Policy

QEXCA (the Association) respects the need for personal information privacy and will use all such information only for the purposes needed within its programs and operations. It will not share or disclose personal information to other sources.

By enrolling in the Association and/or its programs individuals are giving consent to the collection, use and disclosure of personal information about themselves and /or family members, as needed within the limits of this policy.

### Procedures

#### Sharing of Information

a) The Association will share only pertinent personal information, with coaches, program leaders and/or the Directors, in order to meet its operational requirements.

#### Principles

- a) **Consent** The Association requires the knowledge and expressed or implied consent of individuals for the collection, use or sharing of personal information.  
By enrolling in the Association and/or its programs, individuals give consent to the collection, use and disclosure of personal information about themselves and /or family members, as needed within the limits of this policy.
- b) **Access** Upon request by the individual concerned, the Association will provide access to the personal information, of that individual, collected by the Association.
- c) **Safeguards** The Association will protect all personal information through appropriate storage, procedures and safeguards.
- d) **Disclosure** The Association will provide the purposes for which personal information is to be used and/or disclosed.
- e) **Limits** The Association will limit the collection of personal information to the purposes outlined.
- f) **Retention** The Association will retain personal information only as long as necessary to fulfill identified purposes, or for legislated requirements, e.g. Saskatchewan Non-profit Corporations Act, 1995.
- g) **Directors** Election as a Director gives consent to the Association for collection, use and disclosure of personal information, as needed.

#### Documentation

- a) **Registration** Registration and membership forms and lists will include a statement regarding the use of personal information, (e.g. *“By enrolling your family or yourself in the Association and/or its programs you are hereby giving consent to the collection, use and disclosure of personal information as needed.”*)
- b) **Newsletters** By allowing his /her personal information to be published in the Association newsletter, an individual hereby gives consent to the collection, use and disclosure of personal information as public knowledge.



### ***Publishing of Photographs***

- a) No individual, other than Directors of the Association and government officials, will be identified in captions or comments of photographs published in Association media without his or her expressed consent.
- b) Individuals attending an event sponsored by the Association, at which photographs are being taken, consent to photography and its applicable use upon entry to the event.
- c) At events sponsored by the Association, for which it has recruited a photographer, the photographer will be identified as the "Event Photographer".
- d) Photographs posted to the Association's digital media, by individuals other than those designated by the Directors, will not be removed unless requested by the individual(s) depicted.
- e) Any individual, who wishes to have a digital photo of himself, herself or a family member removed, may make such a request to the Directors, in writing, by email (*info@gexca.ca*) or postal mail (c/o *Queen Elizabeth School, 1905 Eastlake Ave., Saskatoon SK S7J 0W9*).

### ***Policy Disclosure***

The Association will make this policy known and available in electronic or hard copy, through methods that it commonly uses, including the newsletter, website and advertising in media.

*This Policy was approved by the Board of Directors and ratified by the Association on the **first day of December 2020.***

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Office

Name

Signature

