**South Nation Archery Club** [**Privacy Policy**](http://www.archerycanada.ca/en/policies/346-privacy-policy)

**EFFECTIVE JANUARY 1, 2004**

Effective January 1, 2004, the Government of Canada implemented the last phase of the Personal Information, the Protection and Electronic Document Act (PIPEDA).  PIPEDA was created to ensure all Canadians' basic right to privacy is upheld. We at South Nation Archery Club (SNAC) are dedicated to keeping your personal and financial information in strict confidence. As technology continues to change, SNAC will always protect your privacy.

Before or when SNAC collects information about you, SNAC will explain how it is intended to be used.  Unless law requires, South Nation Archery Club will not use or disclose any personal information that has been collected.  Once SNAC 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 SNAC's programmes and services.  In order to safeguard your personal information, SNAC may require you to provide sufficient identification information to permit us to authorize access to your file.

The information SNAC asks of you that refers to you specifically *may* include the following:

Name

Mailing address   
Business & Home Phone number

Fax number   
Emergency contact name and phone number

Allergies (e.g. food, outdoor events, etc.)

Email address   
Passport number

Visa numbers if applicable

Date of Birth (tournament registration)   
Credit card number (pre-payment only)

SNAC 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 SNAC's travel agency allowing SNAC to complete your travel itinerary.  SNAC will do its utmost to ensure that these companies and contacts also have privacy policies in place prior to releasing such information to them.

SNAC 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 SNAC directly.

South Nation Archery Club does not provide or sell its membership lists to any outside company for use in marketing or solicitation. Only SNAC employees are granted access to personal information about our members.

SNAC and employees are not responsible for the content or the privacy policies of other web sites to which SNAC's site may be linked. Although SNAC will endeavor to link only to sites with high privacy standards, SNAC's policy will no longer apply once you leave SNAC's web site. SNAC suggests you examine the privacy statements of those sites to learn how your information may be gathered and disclosed.

CLIENT CONSENT FORM

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, authorise South Nation Archery Club 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 SNAC collects information from me, SNAC will explain how it intends to use this information.  Unless required by law, SNAC 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 authorise the following people access to my file. (Check off the following please)

1 - \_\_\_\_\_\_ Membership database supervisor

2 - \_\_\_\_\_\_ Bookkeeping personnel

3 - \_\_\_\_\_\_ Team leader/coach/mission staff

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|  | |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Print Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |