

Saint John Track & Field Club Inc.

POLICY STATEMENT 10.0: Privacy & Communications Policy

- 10.1 Privacy: The Saint John Track & Field Club (SJTC) respects the privacy and personal information of our members. SJTC collects a limited amount of personal information for the purpose of carrying out its responsibilities to Athletics N.B, Athletics Canada and to operate effective local programs.
- 10.2 Collection of personal information: If you are a SJTC member, SJTC has some basic information about you. We understand that some of this information is private, which is why we collect personal information only for the following purposes.
- To establish and maintain a responsible relationship with you and to provide ongoing service.
 - To understand your needs and preferences.
 - To manage and develop our operations and effectiveness of our programs.
 - To meet legal and regulatory requirements.
 - To maintain records of membership within the club, Athletics NB and Athletics Canada Databases.
- 10.3 Disposal of information:
- Paper records may be maintained for up to 7 years after which are disposed of in a secure way.
 - Electronic records may be considered permanent and do not have a defined timeframe for disposal.
- 10.4 Disclosure of Personal Information: There are a variety of circumstances where we may need to disclose some personal information about our members. Here are some examples:
- Information is disclosed to board members, staff and coaches of SJTC for the purposes of our programming needs within the club.
 - We may disclose a member's personal information to a person who, in the reasonable judgment of SJTC, is seeking the information as an agent of the member.
 - We may disclose a member's personal information to a public authority or agent of a public authority, if in the reasonable judgment of SJTC, it appears that there is imminent danger to life or property which could be avoided or minimized by disclosure of the information. If a member calls 911, we will provide the member's name, address and telephone number to the emergency agency.
 - In conjunction with events, programs or special offers, we may disclose members' personal information to event organizers, our program partners, or those responsible for administering such offers or programs. Any such disclosure is made on a confidential basis with the member's express consent.
- 10.5 Protection of your personal information and your right to privacy, SJTC:
- Will not collect, use or disclose personal information for any purpose other than those identified above, except with your consent.
 - Will protect your personal information with appropriate security safeguards.
 - Will protect the confidentiality of your personal information when dealing with other organizations.
 - Will strive to keep your personal information as accurate and up-to-date as is necessary for the purposes identified above.
 - Will honour any request you may make for access to your personal information.
- 10.6 Club Communications are an important part of the business of our sport, SJTC will:
- Maintain a Club website which will include all relevant information on Club programs and activities. The board and staff are jointly responsible for reviewing and updating the information at the start of each season.
 - Send out post event communications on athlete performances and results to the media.
 - Responsibly use our website and social media to promote Club athletes, activities and events.
 - Honour any request by members not to be included in Club photos, website postings or media information.

10.7 Complaints about the handling of communications of private information should be handled through the clubs complaint resolution process as outlined in Policy 11.0

Adopted, BoD; March 20, 2014

Updated, Bod; June 19, 2014