



Ontario Fencing Association Privacy Policy

Ontario Fencing Association Policy Statement

The Ontario Fencing Association (OFA) is committed to protecting the privacy and security of the personal information of our members and non-members under our control.

The federal Personal Information Protection and Electronic Documents Act (PIPEDA), sets out ten privacy principles that apply to Canadian organizations engaged in commercial activities. While the OFA is not subject to PIPEDA, it endeavours to comply with its ten privacy principles on a voluntary basis.

This policy describes how the OFA collects, uses and discloses personal information.

The OFA may make changes to this policy from time to time to ensure that it is relevant and remains current with changing laws and regulations. This policy is current as of October 2016.

Definitions and Privacy Principles

“Personal information” includes all information about an identifiable individual, except that it should be noted that privacy laws generally do not apply to business contact information when it is collected, used or disclosed for the purposes of communicating or facilitating communication with an individual in relation to their employment, business or profession.

In our effort to protect the privacy of our members and non-members, we observe the following ten privacy principles:

1. **Accountability:** An organization is responsible for personal information under its control and shall designate an individual or individuals who are accountable for the organization's compliance with the following principles.
2. **Identifying Purposes:** The purposes for which personal information is collected shall be identified by the organization at or before the time the information is collected.
3. **Consent:** The knowledge and consent of the individual are required for the collection, use, or disclosure of personal information, except where inappropriate.
4. **Limiting Collection:** The collection of personal information shall be limited to that which is necessary for the purposes identified by the organization. Information shall be collected by fair and lawful means.
5. **Limiting Use, Disclosure and Retention:** Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information shall be retained only as long as necessary for the fulfillment of those purposes.
6. **Accuracy:** Personal information shall be as accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used.
7. **Safeguards:** Personal information shall be protected by security safeguards appropriate to the sensitivity of the information.
8. **Openness:** An organization shall make readily available to individuals specific information about its policies and practices relating to the management of personal information.
9. **Individual Access:** Upon request, an individual shall be informed of the existence, use and disclosure of his or her personal information and shall be given access to that information. An individual shall be able to challenge the accuracy and completeness of the information and have it



amended as appropriate.

10. Challenging Compliance: An individual shall be able to address a challenge concerning compliance with the above principles to the designated individual or individuals accountable for the organization's compliance.

Privacy Policy

The OFA collects, uses and discloses personal information in accordance with this policy. The OFA Complaints and Discipline Officer is accountable for compliance with this policy.

How OFA Uses Personal Information

The OFA collects personal information to register and communicate with member clubs about matters of interest, including for payment of annual fees, Website visits (see Website below) and to send mailings.

Payment Data

Credit card information collected by the OFA is submitted in encrypted format to the Credit Card Merchant only for payment approval and processing.

Website Use The OFA website uses cookies that identify return visitors. A cookie is a piece of data that a website can send to the browsers of visitors' computers and that may then be stored on the hard drives of their computers. When visitors return to the OFA website, information can be tailored more readily to suit individual visitors' preferences. The goal is to improve efficiency and effectiveness and to measure website activity.

Browser software allows the disabling of cookie collection if users wish or may inform users when a cookie is being stored on a user's hard drive. You may also be able to opt-out of a social media site's targeted advertising program by adjusting your privacy or account settings.

The OFA website contains links to other sites. Once visitors link to another site, they are subject to the privacy policy of the new site. The CFPC encourages its visitors to read the privacy policies of all websites visited, especially if personal information is shared.



Consent

The OFA obtains consent from members and non-members for the collection, use or disclosure of their personal information, except where collection, use or disclosure without consent is permitted or required by law. Consent may be expressed (for example, orally or in writing) or implied (for example, when you provide information necessary for a service you have requested). You may provide your consent in some circumstances where notice has been provided to you about OFA's intentions with respect to your personal information and you have not withdrawn your consent for an identified purpose, such as by using an "opt out" option provided, if any.

Retention

The OFA retains personal information only as long as necessary for the fulfillment of the identified purposes. The OFA destroys, erases or makes anonymous personal information that is no longer required to fulfill the identified purposes.

Payment information collected and retained in hard copy format is kept in a secured place for a period of seven years.

Safeguards

The OFA takes reasonable measures to protect personal information from loss or theft, or unauthorized access, use, copying, disclosure or modification.

If the OFA transfers personal information to a third party for processing, the OFA uses contractual or other means to ensure that the third party affords an appropriate level of protection to such information during its processing. The OFA disposes of personal information with care to prevent unauthorized parties from gaining access to the information.

1. Access and Correction

The OFA will, upon request, give members and non-members information about the existence, use and disclosure of their personal information, and access to that information.



Members whose personal information has been collected by the OFA may access their own information in the Profile by signing into the “Members Only” area on the website.



Questions and Contacting Us

The OFA takes steps intended to ensure compliance with applicable privacy legislation related to the management of personal information. Any questions or complaints about the OFA management of this information, or any requests to access or correct your personal information, should be directed to the OFA Complaints and Discipline Officer.