Policy Name: Privacy Policy	Date of Approval: June 7th, 2023	Activation Date: June 8, 2023
Approved By: Board of Directors	Version: 2025.1	Replacing Previous Version: 2023.2
Review Cycle: 3 Years or as required Review Status: September 4th, 2025 – No updates required.		

For not-for-profit organizations in Manitoba, the privacy of personal information is governed by the Personal Information Protection and Electronic Documents Act (PIPEDA). This Policy is based on the standards required by PIPEDA as interpreted by the Manitoba Gymnastics Association (MGA).

1.1 Definitions

a) The following terms have these meanings in this policy:
   i. *"Commercial Activity"* – Any particular transaction, act or conduct that is of a commercial character.
   ii. *"Participants"* – Refers to all categories of individual members and/or registrants defined in the By-laws of the MGA who are subject to the policies of the MGA, as well as all people employed by, contracted by, or engaged in activities with the MGA including, but not limited to, employees, contractors, athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors.
   iii. *"Personal Information"* – Any information about an individual that relates to the person's personal characteristics including, but not limited to, gender, age, income, home address, home phone number, ethnic background, family status, health history, and health conditions.
   iv. *"Stakeholder"* – Individuals employed by, or engaged in activities on behalf of, the MGA including, coaches, staff members, contract personnel, volunteers, managers, administrators, committee members, and Directors and Officers of the MGA.

1.2 Purpose

a) The MGA recognizes Participants' right to privacy with respect to their Personal Information. This Policy describes the way that the MGA collects, uses safeguards, discloses, and disposes of Personal Information.

1.3 Application of this Policy

a) This Policy applies to all Stakeholders and Participants in connection with personal information that is collected, used, or disclosed during MGA activity.
b) Except as provided in PIPEDA, the MGA's Board of Directors will have the authority to interpret any provision of the Policy that is contradictory, ambiguous, or unclear.

1.4 Obligations

a) The MGA is obligated to follow and abide by PIPEDA in all matters involving the collection, use, and disclosure of Personal Information.
b) In addition to fulfilling the legal obligations required by PIPEDA, the MGA's Stakeholders will not:
    i. Publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party, any Personal Information without the express written consent of the Participant.
    ii. Knowingly place themselves in a position where they are under obligation to any organization to disclose Personal Information.
    iii. In the performance of their official duties, disclose, Personal Information to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have interest.
    iv. Derive personal benefits from Personal Information that they have acquired during the course of fulfilling their duties with the MGA.
    v. Accept any gifts or favors that could be construed as being given in anticipation of, or in recognition for, the disclosure of Personal Information.

1.5 Accountability

a) The Privacy Officer is responsible for the implementation of this policy and monitoring information collection and data security and ensuring that all staff receive appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles information access request and complaints. The Privacy Officer may be contacted at the following address:

Karly Miller
Executive Director
mga.kmiller@sportmanitoba.ca
204-925-5781

b) Duties – The Privacy Officer will:
    i. Implement procedures to protect personal information.
    ii. Establish procedures to receive and respond to complaints and inquiries.
    iii. Record all persons having access to personal information.
    iv. Ensure any third-party providers abide by this Policy.
    v. Train and communicate to staff information about the MGA's privacy policies and practices.

1.6 Identifying Purposes

a) The MGA may collect Personal Information from Participants and prospective Participants for purpose that include, but are not limited to:

Communications

    i. Sending communications in the form of e-news or a newsletter with content related to the MGA's programs, events; fundraising, activities, discipline, appeals, and other pertinent information.
    ii. Publishing articles, media relations and posting on the MGA's website, displays or posters.
    iii. Award nominations, biographies, and media relations.

iv. Communication within and between Stakeholders and Participants.
v. Discipline results and long-term suspension list.
vi. Checking residency status.

Registration, Database Entry and Monitoring

i. Registration of programs, events, and activities.
ii. Database entry at the Coaching Association of Canada and to determine level of coaching certification, coaching qualifications, and coach selection.
iii. Database entry to determine level of officiating, certification, and qualifications.
iv. Determination of eligibility, age group and appropriate level of play/competition.
v. Athlete registration, outfitting uniforms, and various components of athlete and team selection.
vi. Technical monitoring, officials training, educational purpose, sport promotion, and media publications.

Sales, Promotions and Merchandising

i. Purchasing equipment, coaching manuals, resources, and other products.
ii. Promotion and sale of merchandise.

General

i. Travel arrangement and administration.
ii. Implementation of the MGA's screening program.
iii. Medical emergency, emergency contacts or reports relating to medical or emergency issues.
iv. Determination of membership demographics and program wants and needs.
v. Managing insurance claims and insurance investigations.
vi. Video recording and photography of personal use, and not commercial gain, by spectators, parents, and friends.
vii. Video recording and photography for promotional use, marketing, and advertising by the MGA.
viii. Payroll, honorariums, company insurance and health plans.

b) The MGA's Stakeholders may collect Personal Information from Participants and prospective Participants for other purposes, provided that documented consent specifying the use of Personal Information is obtained from the Participants or prospective Participants.

1.7 Consent

a) By providing Personal Information to the MGA, Participants are implying their consent to the use of that Personal Information for the purpose identified in the ***1.6 Identifying Purposes*** section of this Policy.
b) At the time of the collection of Personal Information and prior to the use or disclosure of the Personal Information, the MGA will obtain consent from Participants by lawful means. The MGA may collect Personal Information without consent when it is reasonable to do so and permitted by law.
c) In determining whether to obtain written or implied consent, the MGA will take into account the

sensitivity of the Personal Information, as well the Participants' reasonable expectations. Participants may consent to the collection and specified use of Personal Information in the following ways:

i. Completing and/or signing an application form.
ii. Checking a checkbox, or selecting an option (such as 'Yes' or 'I agree').
iii. Providing written consent either physically or electronically.

d) The MGA will not, as a condition of providing a product or service, require Participants to consent to the use, collection, or disclosure of Personal Information beyond what is required to fulfill the specified purpose of the product or service.
e) A Participant may withdraw consent in writing, at any time, subject to legal or contractual restrictions. The MGA will inform the Participant of the implications of withdrawing consent.
f) The MGA will not obtain consent from Participants who are minors, seriously ill, or mentally incapacitated. Consent from these individuals will be obtained from a parent, legal guardian, or a person having power of attorney.
g) The MGA is not required to obtain consent for the collection of Personal Information, and may use Personal Information without the Participant's knowledge or consent, only if:
    i. It is clearly in the Participant's interests and the opportunity for obtaining consent is not available in a timely way.
    ii. Knowledge and consent would compromise the availability or accuracy of the Personal Information and collection is required to investigate a breach of an agreement or a contravention of a federal or provincial law.
    iii. The emergency threatens a Participant's life, health, or security.
    iv. The information is publicly available as specified in PIPEDA.
h) The MGA is also not required to obtain consent for the collection of Personal Information if the information is for journalistic, artistic, or literary purposes.
i) The MGA may disclose Personal Information without the Participant's knowledge or consent only:
    i. To a lawyer representing the MGA.
    ii. To collect a debt that the Participant owes to the MGA.
    iii. To comply with a subpoena, a warrant, or an order made by a court or other body with appropriate jurisdiction.
    iv. To a government institution that has required the information and identified its lawful authority, if that government institution indicates that disclosure is for one of the following purposes: enforcing or carrying out an investigation, gathering intelligence relating to any federal, provincial, or foreign law, national security or the conduct of international affairs, or administering any federal or provincial law.
    v. To an investigative body named in PIPEDA or a government institution, if the MGA believes the Personal Information concerns a breach of an agreement, contravenes a federal, provincial, or foreign law, or if the MGA suspects the Personal Information relates to national security or the conduct of international affairs.
    vi. To an investigative body for purposes related to the investigation of a breach of an agreement or a contravention of a federal of provincial law.
    vii. In an emergency threatening a Participant's life, health, or security (the MGA will inform the Participant of the disclosure).
    viii. To an archival institution.
    ix. 20 years after the individual's death or 100 years after the record was created.
    x. If it is publicly available as specified in PIPEDA.
    xi. If otherwise required by law.

1.8 Accuracy, Retention, and Openness

a) In order to minimize the possibility that inappropriate Personal Information may be used to make a decision about a Member, Personal Information will be accurate, complete, and as up-to-date as is necessary for the purpose for which it will be used.
b) Personal Information will be retained as long as reasonably necessary to enable participation in the MGA programs, events, and activities, and in order to maintain historical records as may be required by law or by governing organizations.
c) The MGA's Stakeholders will be made aware of the importance of maintaining the confidentiality of Personal Information and are required to comply with the Organization's *Confidentiality Policy.*
d) Personal Information will be protected against loss or theft, unauthorized access, disclosure, copying, use, or modification by security safeguards appropriate to the sensitivity of the Personal Information.
e) Personal Information that has been used to make a decision about a Participant will be maintained for a minimum of one year in order to allow the individual the opportunity to access the Personal Information after the decision has been made.
f) The MGA will make the following information available to Participants:
    i. This *Privacy Policy.*
    ii. Any additional documentation that further explains the MGA's *Privacy Policy*.
    iii. The name or title, and the address, of the person who is accountable for the MGA's *Privacy Policy.*
    iv. The means of gaining access to Personal Information held by the MGA.
    v. A description of the type of Personal Information held by the MGA, including a general account of its use.
    vi. Identification of any third parties to which Personal Information is made available.

1.9 Access

a) Upon written request, and with assistance from the MGA after confirming the Participant's identity, Participants may be informed of the existence, use, and disclosure of their Personal Information and will be given access to that Personal Information. Participants are also entitled to be informed of the source of the Personal Information, and provided with an account of third parties to which the Personal Information has been disclosed.
b) Unless there are reasonable grounds to extend the time limit, requested Personal Information will be disclosed to the Participant, at no cost to the Participant, within thirty (30) days of receipt of the written request.
c) Participants may be denied to their Personal Information if the information:
    i. Is prohibitively costly to provide.
    ii. Contains references to other individuals.
    iii. Cannot be disclosed for legal, security, or commercial proprietary purpose.
    iv. Is subject to solicitor-client privilege or litigation privilege.
d) If the MGA refuses a request for Personal Information, it shall inform the Participant the reasons for the refusal and identify the associated provisions of PIPEDA that support the refusal.

1.10 Compliance Challenges

a) Participants able to challenge the MGA for its compliance with this Policy.
b) Upon receipt of a complaint, the MGA will:
    i. Record the date the compliant is received.
    ii. Notify the Privacy Officer who will serve in a neutral, unbiases capacity to resolve the complaint.
    iii. Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within seven (7) days of receipt of the complaint.
    iv. Appoint an investigator using the MGA's personal or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation and will have unfettered access to all file and personnel.
    v. Upon completion of the investigation and within thirty (30) days of receipt of the complaint, the investigator will submit a written report to the MGA.
    vi. Notify the complainant the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures.
c) The MGA will not dismiss, suspend, demote, discipline, harass, or otherwise disadvantage any Participant who:
    i. Challenges the MGA for its compliance with this Policy.
    ii. Refuses to contravene this Policy or PIPEDA.
    iii. Takes precautions not to contravene this Policy or PIPEDA; even though said precautions may be in opposition to the regular duties performed by the Participant.