



Privacy Policy

Implementation Date: November 28, 2004

Amendment Dates: November 28, 2004 (*EB November 04*), Nov.'05 (*#E.05*)

WSWC is committed to protecting the privacy of people whose personal information is held by the WSWC and its members through responsible information management practices. Any personal information provided to WSWC is collected, used and disclosed in accordance with the *Personal Information Protection and Electronic Documents Act*.

Personal information is recorded information about an identifiable individual. Personal information includes such things as an individual's name, address, birth date, e-mail address and phone number.

The purpose for collecting the personal information is to establish and maintain a responsible relationship with you and to provide ongoing services. Personal information collected, used, disclosed and retained will only be used by authorized representatives of WSWC to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose unless you expressly consent otherwise.

There are a variety of circumstances where we may need to disclose some personal information about our members or clients. Here are some examples:

1. We may disclose a member's personal information to a person who, in the reasonable judgment of WSWC, is seeking the information as an agent of the member.
2. We may disclose a member's personal information to a public authority or agent of a public authority, if in the reasonable judgment of WSWC, 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.
3. We may need to share a member's personal information to the extent necessary with:
 - i. A provincial water ski association, member club or ski school for purposes of verifying membership or collaborating to provide membership services and information.
 - ii. The International Water Ski Federation, World Wakeboard Association or similar organizations for purposes of world rankings lists, record applications, and performance or membership information.
 - iii. An event host committee, clinic or special event organizer for purposes of registration, qualification, seeding and emergency medical planning.
 - iv. Insurance underwriters for purposes of enrollment and risk management under WSWC's insurance coverage's.
 - v. The Coaching Association of Canada, Canadian Centre for Ethics in Sport, and other similar agencies in which the member seeks certification, certain status, or wishes to be in compliance with as a condition of their participation or membership.
4. We will not sell, trade, lend or otherwise voluntarily disclose to any third parties any personally identifying information that a member has provided to us for any purpose not provided for under this Privacy Policy.
5. We may send to a member, from time to time, email or other communications containing information about us, our activities and other matters that we believe will be of interest to a member. At any time a member may ask us to stop sending them such unsolicited email and other information by contacting us at wswc@waterski-wakeboard.ca.



6. We may use a member's personal information to contact and correspond with the member, respond to inquiries, process instructions or to facilitate and enhance the member's membership.

Securing Information

To help protect the confidentiality of you're a member's personal information, we employ security safeguards appropriate to the sensitivity of the information.

Accessing Information

A member may request access to his or her personal information and information about our collection, use and disclosure of that information by contacting us at wswc@waterski-wakeboard.ca. We attempt to keep our records as accurate and complete as possible. A member can help us maintain the accuracy of you're his or her information by notifying us of any changes to personal information.

If a member were to have any questions or concerns about our privacy practices, please call us at 1-613-526-0685. Otherwise, we will assume that we have you're a member's consent to continue to collect, use and disclose personal information for the purposes identified above.

WSWC Privacy Officer

Office Manager

Water Ski and Wakeboard Canada

210 – 223 Colonnade Road South

Ottawa, Ontario K2E 7K3

Tel: (613) 526-0685

Email: wswc@waterski-wakeboard.ca