

# Privacy Policy

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## **Collection and Privacy of Registrant/Coach Information**

Skate Canada understands that privacy is important and we are committed to delivering quality services to everyone by improving and strengthening our privacy program in order to remain a leader in the sports world.

We have updated our Privacy Policy and developed a Notice of Collection Statement that is to be implemented for the **2017-2018** registration year. The policy describes the way that Skate Canada preserves the privacy of all registrants, coaches, officials, volunteers, employees and any other confidential business information by outlining the obligations and procedures for dealing with personal, privileged and/or confidential information.

For transparency and openness with our registrants, members, and all other stakeholders, a notice of collection must be present wherever private information is collected. The statement reflects existing data sharing practices between clubs, schools, and Skate Canada.

*Actions Required:*

- **Step 1:**

All Skate Canada club board members, skating school administrators, coaches, volunteers and anyone else who is granted access to personal, privileged, and/or confidential information must review and sign the Skate Canada Privacy Policy. All signed policies must be kept at your skating clubs and skating schools as there is no need to forward to the Ottawa Service Centre.

To review and sign the policy: [Privacy Policy](#) , or print in the following document.

- **Step 2:**

All Skate Canada clubs and skating schools must include the **Notice of Collection Statement** (Appendix A of the Privacy Policy) to their paper or electronic registration forms (including event registration forms) prior to the **2017-2018** registration season.

For more information or questions regarding the Skate Canada Privacy Policy, please contact [safesport@skatecanada.ca](mailto:safesport@skatecanada.ca).