



# ONTARIO TAEKWONDO ASSOCIATION

## PRIVACY POLICY

The ten (10) privacy principles of Ontario Taekwondo Association comply with the provisions of Canada's Personal Information Protection and Electronic Documents Act. Although Ontario Taekwondo Association is not directly subject to the Act, the legislation establishes best practices widely observed in the business and service communities. The ten principles are:

**Principle 1: Accountability.** We are responsible for maintaining and protecting the information we have about you.

**Principle 2: Identifying Purposes.** The purpose for which your information is outlined in an application form, a registration document or online. In summary, we collect contact information of subscribers for the purpose of delivering Ontario Taekwondo Association related content and information.

**Principle 3: Consent.** We will obtain your consent to collect, hold, use and disclose your information. By signing an application form and/or continuing to do business with us, you are consenting to the use of your information.

**Principle 4: Limiting Collection.** We will limit the information we collect to what is needed for those purposes Ontario Taekwondo Association has identified.

**Principle 5: Limiting Use, Disclosure and Retention.** We will use and disclose your information only for the purposes we have identified, or when it is required or permitted by law. We retain your information only for as long as is necessary for the fulfillment of these purposes.

**Principle 6: Accuracy.** We keep your information as accurate, complete and up to date as is necessary for these purposes.

**Principle 7: Safeguards.** We protect your information with appropriate safeguards and security measures. Our employees and service providers have access to your information provided the information is required for the identified purposes and access is permitted only to the extent necessary for such purposes. In addition, we have taken several measures to protect your information, such as restricting physical access to our offices and using computer passwords and file encryption for on-line activities.

**Principle 8: Openness.** Upon your request, we will provide you with specific details about our information handling policies and procedures.

**Principle 9: Access.** We will give you access to the information we have about you. You may check the accuracy of your information and amend it as appropriate. Except in limited circumstances, we can provide you with the information we have about you so you may verify and amend it. We will provide you with requested information within unless prohibited by law. Please note that we may not be able to provide you with your information in the following circumstances:

- if it contains references to other persons and the references are subject to legal privilege;
- if it contains confidential information proprietary to Ontario Taekwondo Association;
- if it relates to an investigation or contravention of laws; or
- if it cannot be disclosed for other legal reasons.

Accuracy is important to us. Please inform us of any errors in our information about you as soon as you are aware of them so that we may immediately correct our records. If the accuracy of information is in dispute, we will note it in our records.

**Principle 10: Challenging Our Compliance.** We will investigate and respond to your concerns about any aspect of our handling of your information. Contact Ontario Taekwondo Association