

Legal

Our message to you

A privacy policy for **your chapter** has been developed to express our commitment to the stewardship of our programs and the service and protection of the population we serve – children, youth and adults with an intellectual disability.

The very nature of our organization has always required that we be keenly aware of the sensitivity of the information we gather about our athletes and our practices in this area extend to all those we deal with: donors, sponsors, volunteers, staff and others.

your chapter is sensitive to the privacy of individuals, including those outside of our organization. Through the use of this website or providing your consent when enrolling as an athlete, volunteer, or donor, you are acknowledging and accepting our privacy policy.

Although **your chapter** may not be directly governed by federal and/or provincial privacy legislation in all its functions, it is, nevertheless, our intention to adhere to the spirit of the federal and provincial privacy legislation in force across Canada whenever we handle your personal information. Insofar as possible, Special Olympics has adopted a uniform privacy policy throughout Canada to ensure consistency in handling of personal information shared between sister chapters. At **your chapter**, oversight of our privacy policy is the responsibility of our privacy officer, who is always happy to respond to your questions or concerns. For inquiries or requests of this nature please contact:

The following section describes our current practices as they relate to our code of operations. As an organization, we adhere to these in both letter and spirit.

Privacy Statement

This Privacy Statement describes how your chapter together with Special Olympics chapters across Canada, Special Olympics Canada and its sister associations, Special Olympics Canada Foundation and Special Olympics Festival (collectively “SOC”, “we”, “our” or “us”) collect, use and disclose personal information about: (1) visitors to our web-sites; (2) donors and attendees at fundraising events; (3) SOC volunteers; and (4) athletes, athlete family members, and volunteers who participate in National or World Games (collectively “you”). This Privacy Statement informs you how we collect, use and disclose personal information whether online or offline and applies to the information you provide to us when

registering for events, participating in activities, or making donations. At all times, SOC will take reasonable steps to protect your privacy in accordance with this Privacy Statement, the terms of your consent, and applicable law.

The Personal Information We Collect

SOC collects personal information when you voluntarily provide it, for example when you: correspond with us; complete our website forms; donate funds; register to attend our events; participate in a survey; or request to be on a mailing list. As described in more detail below, and subject to the consents you have provided to us, Special Olympics Canada may also collect personal information about you from the provincial and territorial chapters of Special Olympics Canada listed in Schedule “A” (“SOC Chapters”) with whom you have a relationship, for purposes related to National or World Games or Special Events.

SOC may collect personal information about individuals who are under the age of majority, which is 18 or 19 depending on your province or territory, or who are otherwise not able to give valid consent. When, SOC will seeks consent for the personal information of a minor or person who cannot legally provide consent themselves, SOC will seek the consent of someone who is able to give consent on their behalf, such as the individual’s parent or legal guardian.

The amount and type of personal information we request depends on whether you are simply visiting our web-site or whether you are participating (or seeking to participate) in our programs and services. The type of information we request from you may include:

A) Contact Information

name, address, telephone number, fax number, and email address (“contact information”).

A.I) VOLUNTEERS

contact information;
gender;
biographical information; and
photographs of you (subject to media consent)

A.II) DONORS

contact information;
organization (if applicable);
credit card information;
bank account information; and
financial contribution details.

Please note: Financial information that you provide to [local chapter] is NOT shared among SOC chapters or with Special Olympics Canada.

B) Participant Information

B.I) ATHLETES

contact information;
gender;
date of birth;
medical insurance number;
medical history;
biographical information; and
photographs of you.

B.II) ATHLETE FAMILY MEMBERS

contact information.

B.III) VOLUNTEERS

contact information;
gender;
date of birth;
medical insurance number (coaches only);
medical history (coaches and mission staff only);
biographical information;
coaching certification (coaches only);
results of background checks; and
photographs of you.

How We Use and Disclose Your Personal Information

SOC uses your personal information for the purposes for which it was provided, namely to:

General purposes

- establish your identity;
- communicate with you;
- administer and manage our programs and services; and
- respond to your inquiries.

Additional purposes for donor information

In addition to the general purposes described above, if you are a current or potential donor, your information may be used to:

- process your donation;
- request your financial support;
- provide you with information about intellectual disabilities, our programs and services, volunteer opportunities and upcoming promotions or events offered by SOC.

If donors prefer that SOC not use or disclose their personal contact information to request financial support or to provide further information, donors may opt out of such uses and/or disclosures at the time of donation by indicating their opt out on the donation form, or thereafter by: **[local contact information]**

Additional purposes for SOC Chapter athlete/volunteer information

In addition to the general purposes described above, if you are a current or potential athlete or volunteer, your information may be used to:

- establish your eligibility to participate in National or World Games;
- manage and administer your participation in National or World Games;
- communicate with an athlete's immediate family members; and
- enable effective handling of medical emergencies.

If you have provided your consent at registration, we may use and disclose your athlete/volunteer information for promotional and fundraising purposes in support of National or World Games, the SOC, and our sponsors. If you later prefer that SOC not use or disclose your athlete/volunteer information for promotional and fundraising purposes, you may withdraw your consent to such use and disclosure by (a) sending an email to: **your chapter**

We may also share your personal information with third party data processors, vendors, suppliers and providers responsible for administering marketing, fundraising, and promotional activities or for providing programs and services, on our behalf. We require the organizations with whom we share your personal information for these purposes to have policies regarding personal information consistent with our Privacy Statement or to abide by our policies as relevant to the personal information shared with them.

Consent

By providing us with your personal information, you, or if you are a minor or are otherwise not capable of giving consent, your authorized representatives, parent or legal guardian, consent to our collection, use and disclosure of that information as described in this Privacy Statement as amended from time to time or as described at or before the time of collection, use or disclosure, as the case may be. If you do not want your personal information to be collected, used or disclosed in this manner, then please either (1) do not submit your personal information to us, or (2) exercise opt-out or opt-in procedures described above or as

may be offered at the time of collection. If you have submitted personal information to us and wish to withdraw your consent to its retention, use or disclosure, please send an e-mail to **your chapter** (<mailto:info@specialolympics.ca?subject=>). You may withdraw your consent, subject to legal or contractual restrictions and reasonable notice. If you withdraw your consent, we may not be able to provide some products or services to you.

Where permitted or required by law, SOC may collect, use or disclose your personal information without your consent, for example to maintain contribution records to meet requirements of the Canada Customs and Revenue Agency.

Protection of Personal Information

SOC takes precautions with personal information submitted by you, including physical, organizational, and technological measures. However, given that electronically transmitted data is not 100% secure, we make no warranties as to the security of any information that you submit electronically, which you do at your own risk.

Cookie Technology and Website Aggregate Information

SOC utilizes cookie technology to store some information on your computer when you access our website. This information does not contain any personal information but enables us to communicate more meaningfully with you. Most browsers are initially set-up to accept cookies, but you can set your browser to alert you every time a cookie is offered, letting you decide whether or not to accept it. You also have the option to set your browser to refuse cookies.

The SOC website logs the IP address (or domain name), but not the e-mail address, of visitors. This information is aggregated and logged, and used to measure statistical information about usage of the site, including but not limited to the total number of visits, average time spent on the site, and pages viewed, both in real-time, and within a certain historical time frame. SOC uses this aggregated information to measure the use of our site and to improve the content and usage of our site.

Other Websites

This website contains links to other websites owned and operated by third parties. The third parties who operate these sites may treat the collection, use and disclosure of personal information differently than we do. This could be the case even for those websites which carry SOC's or its affiliates' trade-marks or logos or which are framed by this website. We therefore encourage you to review the privacy policies of these websites before disclosing your information to any third party. SOC is not responsible for the data collection, use and disclosure practices of companies or organizations to which our website may provide links.

How to Access or Correct Your Personal Information

SOC will establish and maintain a file of the personal information that you provide to us. Your file will be kept by **your chapter** and will be accessible at **[address]**. Only **your chapter** employees, agents and mandataries who need to access your file in the course of their duties will have access to your file.

If you wish to request to access or to correct your personal information, please write to Privacy Officer at **[address]**. Some information may not be accessed in certain circumstances, for example if it contains personal information of other persons or for legal reasons. To protect your privacy, we will take reasonable steps to verify your identity before granting you access to, or making corrections to, your personal information.

Changes to this Privacy Statement

This Privacy Statement was last updated on **[date]** and SOC may change this Privacy Statement from time to time. If SOC makes a material change, this Privacy Statement will be updated in a timely manner. We recommend that you review this Privacy Statement periodically so that you are aware of any changes.

Contact for Further Information

If you have any inquiries, requests or complaints regarding this Privacy Statement, please send an e-mail to Privacy Officer at **[contact]**

SCHEDULE A – SOC Provincial and Territorial Chapters

[Special Olympics British Columbia \(http://www.specialolympics.bc.ca/\)](http://www.specialolympics.bc.ca/)

[Special Olympics Alberta \(http://www.specialolympics.ab.ca/\)](http://www.specialolympics.ab.ca/)

[Special Olympics Saskatchewan \(http://www.specialolympics.sk.ca/\)](http://www.specialolympics.sk.ca/)

[Special Olympics Manitoba \(http://www.specialolympics.mb.ca/\)](http://www.specialolympics.mb.ca/)

[Special Olympics New Brunswick \(http://www.specialolympicsnb.ca/\)](http://www.specialolympicsnb.ca/)

[Special Olympics Newfoundland and Labrador \(http://www.sonl.ca/\)](http://www.sonl.ca/)

[Special Olympics Nova Scotia \(http://www.sons.ca/\)](http://www.sons.ca/)

[Special Olympics PEI \(http://www.sopei.com/\)](http://www.sopei.com/)

[Special Olympics Northwest Territories \(http://www.sonwt.ca/\)](http://www.sonwt.ca/)

[Special Olympics Ontario \(http://www.specialolympicsontario.ca/\)](http://www.specialolympicsontario.ca/)

[Special Olympics Quebec \(http://www.olympiquesspeciaux.qc.ca/en/index.sn\)](http://www.olympiquesspeciaux.qc.ca/en/index.sn)

[Special Olympics Yukon \(http://www.specialolympicsyukon.ca/\)](http://www.specialolympicsyukon.ca/)