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Privacy Policy

We want you, our members and guests, to know that the Alberta Table Tennis Association takes your privacy very seriously and to that end, have developed this privacy policy to ensure that we are meeting your privacy needs.

Effective January 1, 2004, we are required to obtain consent for the collection and dissemination of personal information from our members. The result of this has been the development of a privacy policy that pertains to all of our members including athletes, parents and executive officers. The policy has been developed to comply with the Government of Alberta's Personal Information Protection Act as well as the Government of Canada's Personal Information Protection and Electronic Documents Act.

Collecting and Using your Information

The Alberta Table Tennis Association will only collect information that is necessary for our operations including your name, address, phone, email, birth year and gender, which we use for both our membership listing and to determine age categories for tournament qualifications. There will be certain situations where we may ask for additional information including medical and emergency contact information. This is collected to ensure that we are aware of any type of emergency situation that may come up with our athletes as they travel to competitions.

Certain information is used to maintain communications with our members through either postal mail or email. This is so that we can inform our members of upcoming events such as the Annual General Meeting held each fall or other news that the Alberta Table Tennis Association may wish to share with their members. As a small organization with fewer than 1000 members, we are required to supply our membership listing to the Alberta Sport Parks Recreation and Wildlife Foundation. (ASRPWF). The ASRPWF is a government organization that is governed by the Freedom of Information and Privacy Act (FOIP) and uses the information for their internal operations. For more information on FOIP, please go to the Government of Alberta's website and search for FOIP.

Information such as your birth year and gender is used to determine age categories for tournament qualification including determining your rating as a tournament player or will be used generically in order to obtain a demographic analysis of our membership which may then be used to apply for grants or to solicit sponsorship. Medical and Emergency information shall only be given to our provincial coach as it is required to deal with an emergency situation and in all instances, consent will be obtained for each individual instance.

Releasing your information

When collecting information, we will only collect it for its specific purpose and only use it for that purpose. We will not provide information to third party organizations except those already previously specified (Alberta Sport Recreation Parks and Wildlife Foundation and the Canadian Table Tennis Association) and only for the reasons specified with the exception of where we are required to do so by law. Prior to releasing any information in response to a legal inquiry, we will ensure the validity of the request and only disclose the information that is legally required. In any case where we may be requested to provide information to a third party and deem it to be beneficial to the membership, we will solicit your consent prior to releasing any personal information.

Protecting your information

As we respect your privacy we will take any and all reasonable precautions to protect your personal information from intrusion including the use of passwords and providing locked storage. Your information will be retained for a minimum of two years or as required by law. After that time, any information in hard copy form will be disposed of in a safe and appropriate manner. For historical reasons, your name and length of membership will be permanently maintained; all other previously collected information include address, phone, birth year and gender will be deleted from our database.

Information Access and Accuracy

The Alberta Table Tennis Association will provide you with access to your personal information to ensure it is accurate and up-to-date. To access your personal information, you will either be required to set up an appointment to view your information in person at the Alberta Table Tennis Association offices or provide a formal written request indicating what information you require. We will respond to all inquiries within 30 days.

In order to assist the Alberta Table Tennis Association in maintaining the accuracy of your personal information, we request that you provide us, either directly or through your club affiliation, updated information such as changes of name, address or email. We thank you for your assistance in this matter.

Responding to your privacy concerns

You are entitled to refuse to consent to providing your personal information or to withdraw your personal consent at any time without it affecting our services to you. In certain instances, refusing or withdrawing consent may affect your tournament rating is calculated and team selection procedures.

Should you feel that your privacy has not been treated in a respectful manner, please forward your comments or concerns to the attention of the President of the Alberta Table Tennis Association for his review.

David Jackson
President
Alberta Table Tennis Association
11759 Groat Road
Edmonton, Alberta
T5M 3K6

Please mark your envelope personal and confidential – privacy to ensure that your comments or concerns are reviewed immediately.

Other Information

Website: The Alberta Table Tennis Association's website is used for information purposes only and no personal information is collected from the accessing the association's website. The Alberta Table Tennis Association cannot guarantee the accessing of third part websites that may be linked to from the Alberta Table Tennis Association's website including identifying cookies or other electronic means of identifying users.

Photo's/Materials in printed documents/Website: You will be asked to provide consent before any personal information is posted to the website including your name, photos or tournament results.

Consent will either be requested directly by the Alberta Table Tennis Association or shall be noted on your tournament entry form.

Materials collected prior to January 1, 2004 shall be grandfathered by the Alberta Table Tennis Association through the Acts coming into effect.. This information cannot be released to a third party without prior consent expect in the instances outlined above.