

ALBERTA TABLE TENNIS ASSOCIATION (ATTA)
MEMBERSHIP INFORMATION COLLECTION AND USE POLICY
(October 2025)

1. Purpose of This Policy

This policy explains how Alberta Table Tennis Association (ATTA) (“the Society”) collects, uses, protects, and discloses personal information about its members in accordance with Alberta’s Personal Information Protection Act (“PIPA”) and the *Alberta Societies Act*.

2. What Personal Information We Collect

The Society may collect the following information about individual members:

Required by the Alberta Societies Act:

- Full name
- Mailing or residential address
- Membership start/end dates
- Membership class (club/individual)

Collected with Member Consent:

- Email address
- Telephone number
- Year of Birth
- Gender
- Additional contact preferences (optional)

This information may be provided directly by members or indirectly through affiliated clubs submitting their membership lists. Clubs are responsible for ensuring their members have provided informed consent where required.

3. Reasons We Collect Personal Information

We collect personal information only for purposes related to the affairs of the Society, including:

1. Providing official notices of meetings, AGMs, elections, and other society communications.

2. Verifying member identity and eligibility for voting and participation
3. Administering programs, competitions, and member services
4. Maintaining an accurate register of members as required by law
5. Ensuring proper governance and compliance with the Society's bylaws

We will not collect, use, or disclose personal information for any unrelated purposes without further consent.

4. Use and Disclosure of Personal Information

Personal information will be used only for the purposes listed above.

We may disclose information:

- to members who have statutory rights to inspect the membership register under the *Societies Act* (limited to name and mailing address).
- to service providers assisting with society affairs (e.g., voting systems, event registration), provided they agree to protect the information;
- where required by law, court order, or regulator;
- with the member's additional consent.

Email addresses and phone numbers are not disclosed to other members unless the individual specifically consents.

5. How We Protect Personal Information

The Society uses appropriate safeguards to protect personal information, including:

- restricting access to authorized volunteers or staff
- password-protected digital storage
- secure transmission of lists between clubs and the Society
- retaining information only as long as necessary for legal or operational purposes

6. Accuracy and Correction

Members may request in writing that the Society correct or update their personal information. The Society will make reasonable efforts to ensure information is accurate and complete.

7. Consent and Withdrawal of Consent

Members provide consent when they submit their information or when clubs provide it on their behalf with confirmation of consent.

Members may withdraw their consent at any time by written notice, except where the Society must retain certain information to comply with the Societies Act (e.g., name and address for the register of members).

8. Contact Information

Questions about this policy or the handling of personal information may be directed to: Alberta Table Tennis Association (ATTA) via E-mail: info@attaabt.com

This policy is subject to change and amendments at the discretion of the Board of Directors. E-mail info@attaabt.com or check our website for information and updates.