

## **OEA – PRIVACY POLICY**

### **Purpose**

The Ontario Eventing Association is subject to the Federal Personal Information Protection and Electronic Documents Act (PIPEDA). PIPEDA requires Canadian not-for-profits to adhere to ten (10) privacy principles to ensure fair information practices that in turn form the ground rules for the collection, use and disclosure of personal information. In accordance with the PIPEDA, the Ontario Eventing Association is responsible for the protection of personal information and the fair handling of it at all times both throughout the organization and in dealings with third parties.

### **Application**

This policy provides direction on how personal information is collected, used and disclosed within the OEA. The OEA will comply fully with the principles and exceptions set out in PIPEDA.

#### ***1. Responsibility and Accountability***

The OEA President and the Membership Secretary has the primary responsibility for ensuring compliance with the OEA Privacy Policy as set out herein and has the authority to intervene on privacy issues that relate to any of OEA's operations. The Membership Secretary is responsible for:

- a) Collecting, using and disclosing personal information;
- b) Responding to requests and general inquiries for personal information;
- c) Responding to requests for correction to personal information;
- d) Responding to complaints about the collection, use and disclosure of personal information by the OEA
- e) Explaining the purpose(s) for the collection, use and disclosure of personal information;

The OEA President may delegate any responsibilities set out herein to another OEA Director or Official or to an individual approved by the OEA Board. All OEA Directors, Officials or any individual approved by the Board to handle any responsibilities set out herein, are required to understand and adhere to the OEA Privacy Policy.

#### ***2. Purposes***

The OEA collects personal information from individuals for the following purposes:

- a) To determine eligibility for competitions
- b) To determine eligibility for OEA Programs and Services such as the Young Rider/U25 program, schooling days and clinics
- c) To determine eligibility for awards
- d) To communicate information OEA deems of value to its members such as competition dates, services and programs.
- e) To communicate information in the event of an emergency
- f) To conduct data analysis of trends in membershi

### ***3. Consent***

Consent will be obtained through the act of purchasing a membership, registration for programs or services, and application for volunteer positions or contractual agreement.

### ***4. Limiting Collection***

The OEA will limit collection to the purposes written herein.

### ***5. Limiting Use, Disclosure and Retention***

Without consent, information may only be used for the purpose(s) for which it is collected. The OEA will only retain information for so long as it is required. OEA will not sell, rent, lease or release information to any organization or individual unless it is necessary for the purposes as stated above or when it is required by law.

### ***6. Accuracy***

Personal information will be maintained in an accurate, complete and up-to-date manner. The individual submitting the information will be responsible for supplying the OEA with updated personal information.

### ***7. Safeguards and Security of Stored Information***

The OEA will take precautionary steps to protect the information that is collected. Information will be processed and stored in secure and confidential locations with strict access controls.

### ***8. Openness***

The OEA shall make readily available to individuals specific information about its policies and practices relating to the management of personal information. Any requests or enquiries about this policy can be directed to the OEA President or the Membership Secretary.

### ***9. Individual Access***

Upon written request, the OEA will provide information on the existence, use and disclosure of any personal information pertaining to that individual. Individuals have the right to challenge the accuracy and completeness of the information pertaining to them.

### ***10. Challenging Compliance***

An individual shall be able to address a challenge concerning compliance with the above principles to the President, or the Membership Secretary or his/her delegate as set out herein for the Association's compliance. OEA will investigate and respond to all concerns about any aspect of the collection, use and disclosure of personal information, in a timely manner. The OEA will take appropriate measures to correct any inaccurate personal information that is identified or to modify policies or procedures where necessary.

The OEA communicates certain information relating to eventing which the organization believes has value. If an individual wishes to opt-out of receiving targeted communications from the OEA, the individual must inform the President or the Membership Secretary.

Approved:  
April 12, 2021