



# PRIVACY POLICY

March 2005

## **CANADIAN RACE COMMUNICATIONS ASSOCIATION**

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## **Canadian Race Communications Association (CRCA) Privacy Policy**

CRCA respects and protects the privacy of personal information provided to it in the course of its provision of marshalling activities and services. Personal information is information that is collected from and provided to CRCA by an individual as part of the normal operation of its services and in accordance with applicable provincial and federal legislative requirements. CRCA does not provide an individual's personal information to third parties except as required by Canadian Automobile Sport Clubs-Ontario Region (CASC-OR), our sanctioning body, and whose use of personal information will be in compliance with their own Privacy Policy. By registering with CRCA, or by subscribing to any of its services or activities including those on the web site, you expressly consent to our use and disclosure of your personal information in accordance with the Privacy Policy and the included Privacy Statement. The following privacy statement is an overview of how we collect and use your personal information. If you have questions please contact CRCA by email at [crcacontact@sympatico.ca](mailto:crcacontact@sympatico.ca) or by telephone at 613-372-1892.

### **Privacy Statement**

The primary purpose for which CRCA may collect personal information of individuals is to provide a safe, efficient and effective operation in the ordinary course of its business and in its provision of services to interested individuals. Only information consistent with these purposes is requested and collected, and may be retained and used for such purposes.

### **Website**

The CRCA website can be accessed and browsed without the provision of personal information, but use of specific areas or services of the site may require an individual to provide contact and identity information, which can then be maintained, stored and used for purposes consistent with CRCA's business and operations. Information requested may include personal information that is not required, in which case the individual has the option to refuse to provide or disclose the information. Where information is required in order for the individual to use services of the organization or to participate in its lawful activities, the individual can choose not to provide the required information by choosing not to use the service or feature, or to not participate in the activity. Information of individual users of the CRCA website or email services may be automatically tracked and used for information and research purposes to determine user demographics, interests and behavior, to assist CRCA to better ascertain, understand and service its community of interest. This information may include the URL from which the CRCA site is accessed, the URL next visited, and the individual's computer browser information and IP address. CRCA may use data collection devices known as "cookies" on its site to track web page access, use and promotional effectiveness, and to provide services more efficiently. Cookies are small files placed on a user's hard drive that assist in the provision of services, some of which may be accessible only by means of a cookie, and they may be used to assist CRCA to provide information targeted to specific user demographics or interests. CRCA cannot control cookies placed on a web page on the CRCA website by a third party user. If you view such a page you may encounter cookies or other similar devices not created or controlled by CRCA. Personal correspondence or messages posted to the CRCA website, bulletin boards or emails will be collected and may be used by CRCA in accordance with its privacy policy. Personal information about an individual forwarded or sent to CRCA by a third party may also be collected and used, and may be retained and stored by CRCA for future use. Additional uses for such information may include use to resolve or address disputes, provide support and troubleshoot problems.

## **Collection and Use of Personal Information**

CRCA reserves the right to collect and use personal information to facilitate services requested by an individual. CRCA also reserves the right to use, disclose and publish personal information, excluding contact or financial information, of any individual for purposes of recording and reporting of events and activities, including but not limited to the recording and publication of event participation of any sort, as entrant, official or worker. Personal information provided and collected in accordance with applicable laws and CRCA's privacy policy, including information about current or past activities of an individual, may be used to: help promote safety; measure/monitor use of and interest in CRCA's services and activities; promote services, updates, activities and member services and activities; to protect CRCA against error, fraud and criminal or unacceptable activity and conduct; to enforce a User agreement where applicable; to further the lawful business and operations of CRCA in accordance with its services; and to identify users using multiple user identifications or aliases. Other uses may apply as disclosed or described at the time of collection of the personal information. Use of or participation in CRCA services constitutes express agreement by the individual to the uses and disclosure of personal information as set out in the CRCA Privacy Policy, Privacy Statement and in accordance with any express consent or applicable User Agreement. An individual may opt out, in writing, from the receipt of certain communications, but other uses of personal information as set out will continue to apply.

## **Collection, Use and Disclosure of Medical Information**

Medical information provided to CRCA voluntarily by an individual shall be maintained and stored in a confidential manner, with access and disclosure restricted to a health care practitioner or practitioners for purposes consistent with the reasons and terms provided to the individual at the time of voluntary disclosure. Medical information of an individual may be returned to the individual on request, and no record shall be retained by CRCA for any purpose.

## **Disclosure of Information**

Personal information of an individual will not be sold or rented to a third party or disclosed except in accordance with the CRCA Privacy Policy and Privacy Statement. Personal information may be shared with CASC-OR for purposes consistent with CRCA's own use and disclosure rules. Aggregate and non-identifiable information may be provided to third parties in furtherance of CRCA's business goals and interests, including to advertisers, media and third party promoters or research services. However, CRCA will use, disclose and may publish personal information, but not personal contact information with respect to event standings and results, event participation as an entrant, organizer, official or worker, including photo or digital-imaging, however generated. Except as may be required by law, personal information such as name, email address, password and financial information will not be disclosed to third parties without the individual's explicit consent. CRCA will cooperate at all times with law enforcement and other agencies in accordance with applicable legislation and/or as may be legally required in the course of investigation, enforcement or prosecution.

## **Third Party/External Service Providers**

Use of information provided by an individual to external or third party providers, whether accessed through or as a result of the use of CRCA services or activities, are governed by the privacy policy and practices of that provider, and is not the responsibility of CRCA. Please refer directly to the service provider for applicable information and specification of their intended uses.

## **Prohibited Use of Information of CRCA and Its Users**

CRCA expressly prohibits any User or Third Party from the use or disclosure of personal information of CRCA members or other users of CRCA services, except as a function of CASC-OR. Therefore no individual or organization is licensed or permitted to add a CRCA user or member to its email, mail or other access list without the individual's express consent to do so.

## **Liability for Supplied Information**

CRCA expressly denies any responsibility or liability for personal information provided by or on behalf of an individual to a third party. Any individual accessing or using CRCA's services is reminded that the responsibility to protect an individual's password remains the sole responsibility of the individual.

## **Security of Stored Information**

CRCA uses procedural and technical safeguards to store and protect personal information against loss, theft, unauthorized access and disclosure, both from within and from outside of CRCA. Privacy is further protected by use of firewalls and encryption. However, despite security and safeguards, users are reminded that security on the internet cannot be assured.

## **Personal Information Access, Change and Deletion**

An individual will at all times during the ordinary course of CRCA's business day have access to his or her personal information that is in the possession of CRCA except where or unless the information is legally privileged and therefore not legally subject to access or disclosure. Personal information provided should be promptly updated for accuracy and use purposes. Membership information, including user profiles and contact information can be accessed, reviewed and changed at any time by reference to the Information Correction Form of the CRCA website. On written request by the individual, directly to the CRCA Head Office, CRCA will deactivate the individual's account and delete the contact information from the database. However, CRCA will retain in its files some personal information to prevent fraud or to address its stated business purposes, including but not limited to: prevent fraud, maintain business and financial records, collect fees owed, resolve disputes, and assist with investigations, enforcement and compliance with legal requirements. Such information shall be retained and stored, accessible only to select CRCA personnel. However, CRCA reserves the right to retain personal information used, published or otherwise recorded, including photo or digital-imaging, however generated, with respect to participation in sporting events or activities, including but not limited to: event results, promotion and status in an event as an entrant, official or worker.

## **Amendments to the Policy**

CRCA reserves its right to amend its Privacy Policy and the Privacy Statement at any time by posting the amended terms on the website. Once posted, all amendments are effective 30 calendar days after the initial posting date.

## **Accountability**

CRCA can be contacted at any time during regular business hours with questions or concerns related to its Privacy Policy and the Privacy Statement.

Responsibilities as Privacy Officer will be fulfilled by the Secretary of the CRCA Board of Directors.