



PRIVACY OVERVIEW

(1) Governance

CanTRA is committed to protecting the personal privacy of its members, board of directors, staff/contractees, and any other persons acting officially on behalf of CanTRA in the conduct of its business.

CanTRA bases its governance of personal information on the 10 principles of the Personal Information Protection and Electronics Documentation Act (PIPEDA).*

1. Accountability
2. Identifying purposes for which information is gathered
3. Obtaining consent
4. Limiting collection
5. Limiting use and disclosure and establishing retention policies
6. Accuracy
7. Safeguards
8. Openness
9. Individual access
10. Compliance complaints

(2) Collection

CanTRA will ensure that all personal information is properly collected, used only for the purposes for which it is collected, and is disposed of in a safe and timely manner. Consent for the collection of personal information will be obtained at the time of collection.

(3) Use

Personal information collected by CanTRA for the administration of its programs will be limited to that required for the purposes identified at the time of collection. Such information will be kept private and not divulged to any other individual or agency unless required by law.

* The *Personal Information Protection and Electronic Documents Act (PIPEDA)* sets out ground rules for how private sector organizations may collect, use or disclose personal information in the course of commercial activities. PIPEDA also applies to federal works, undertakings and businesses in respect of employee personal information. The law gives individuals the right to access and request correction of the personal information these organizations may have collected about them.

Ref: www.priv.gc.ca

(4) Lists

CanTRA does not sell, lend or trade member or donor lists.

(5) Riders and other clients of CanTRA-accredited centres

CanTRA recognizes the riders' or other clients' right to privacy in relation to their participation in horse-related activities for people with disabilities at CanTRA-accredited centres. In such programs, instructors, professionals, volunteers and others may have access to personal information concerning clients. This information may be in written, verbal or other forms and may include confidential medical information. All information concerning a client must be treated as strictly confidential and should not be communicated or discussed without the expressed consent of the client or their parent/guardian.

Ref: CanTRA Instructor Manual

(6) Instructors

CanTRA will only post on the website the names of CanTRA instructors who have given written consent (on a one-time basis only). Without consent, names will not be posted. Information posted will consist of the instructor's name, instructor level, and province. If at any time an instructor should wish to have their name removed from CanTRA's website, they should so advise head office.

Ref: Board minutes, Mar 27/13

(7) Sponsors and donors

CanTRA will post on the website and in various publications (such as the newsletters) the individual or corporate names of sponsors and donors in the "Ribbon" categories (Ribbon levels and Friends) as a means of recognizing their contributions to CanTRA. This practice will continue unless a sponsor or donor specifically requests their name to be removed or not posted by contacting head office. Letters of acknowledgment to sponsors and donors should identify and quote this section of the policy.