



Privacy Policy

Judo Canada
212 - 1725 St. Laurent
Ottawa, Ontario, K1G 3V4
Tel: (613) 738 1200; Fax: (613)738 1299
E-mail: info@judocanada.org

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* Aussi disponible en français

Policy Statement

Judo Canada is committed to promoting an association based on the values of respect and solidarity. In order to build a culture of respect and dignity, your association has adopted a policy to protect its members', employees', volunteers' and representatives' right to privacy.

About the Policy

This policy clearly outlines your rights and expectations concerning the management of personal information by Judo Canada and its authorized agents. Its effective implementation hinges on your cooperation as representatives (zones, clubs and volunteers), since the collection and use of this information is largely done by you.

Why a policy? - *As of January 01, 2004 required by the Government of Canada.*

Respect within our association begins with respect for each individual member and for his or her right to privacy. We require information in order to achieve our mission and develop activities, but we must ensure that we collect only those details necessary, and that we protect the confidential nature of more delicate information such as that pertaining to the physical and medical condition of our participants and athletes. Our behaviour must earn the trust of our members; respect for their rights demands it, our commitment to mutual benefit requires it.

Secondly, each Provincial jurisdiction is ruled by codes or acts that regulate management of personal information in the private and public sectors and the federal *Personal Information Protection and Electronic Documents Act* articulate the principle of respect for individual privacy and the measures that now regulate the collection and use of personal information.

This policy is primarily based on the principles of Canadian standard CAN/CSA 830-96 entitled Model Code for the Protection of Personal Information. Given the need to distribute certain information across Canada, Judo Canada is attempting with this policy to surpass federal and legislative (in certain regards) standards without declaring itself a "business" in the sense expressed by these acts.

Policy Overview

This policy outlines our main procedures and articulates your rights and expectations. (CSA 4.8.2) The parenthetical reference at the end of certain paragraphs refers to the article of the Canadian standard. This standard contains 10 principles:

1. Accountability
2. Identifying purposes
3. Consent
4. Limiting collection
5. Limiting use, disclosure and retention
6. Accuracy
7. Safeguards
8. Openness
9. Individual access
10. Challenging compliance

In particular, the present policy duly explains:

- the individual officially responsible for administration of the policy
- how individuals can gain access to information
- description of the types of personal information collected and retained
- how collection, use, and retention measures are publicized
- which organizations will have access to certain personal details and under what conditions
- annotation and correction of personal files

Who is subject to the policy?

All employees, contractual workers, administrators, volunteers, delegation heads, coaches and those who accompany national delegations, as well as all representatives and authorized agents administering a program or activity organized or sanctioned by Judo Canada. Provincial Associations, that collect information on behalf of Judo Canada must also adhere to this policy.

Respect for the confidentiality of personal information is a condition of nomination, employment and continuing hire of employees, contractual workers, delegation heads, coaches and those who accompany national delegations, as well as all representatives and authorized agents of Judo Canada. (CSA 4.7.3 to .5) In the case of volunteer administrators, failure to adhere to this policy is considered a breach of the Administrator's Code of Ethics.

Who is responsible for this policy?

The Director General is responsible for the implementation of this policy. S/He reports to the **Board of Governors (Executive Committee)** on the association's adherence to the policy. (CSA 4.1)

S/He, in cooperation with the **Executive Committee**, develops internal directives for the implementation of the policy among office staff. (CSA 4.1.4(a))

S/He is responsible for training and communicating to employees, contractual staff, volunteer administrators, heads of delegations, coaches and those who accompany national delegations, as well as all representatives and authorized agents administering a program or activity organized or sanctioned by Judo Canada, (in) all policies and procedures. (CSA 4.1.4(c,d))

S/He administers complaint and disciplinary mechanisms. (CSA 4.1.4(b))

Does Judo Canada retain information about me?

In the appendix to the present document, you will find a description of the main collections of information held by Judo Canada (CSA 4.2). In essence, these are comprised of personal details provided by you at the time of annual registration, as well as your results and participation in sanctioned activities (i.e.: points accumulated toward ranking, grading). If you are a member of a national or development team, your file may also contain medical information that you provided to the national or project coach or head of delegation, as well as your competition results. If you are/were a recipient of the Athletes Assistance Program, Judo Canada retains information on your doping control file, data pertaining to the WADA whereabouts program, your personal correspondence pertaining to application for various scholarships, etc. Judo Canada also retains information on refereeing levels, as well as copies of grading and other related forms; we also maintain files for those under consideration for special recognition (i.e.: Hall of Fame, x years as a provincial volunteer, etc.). As an employer, we also maintain information on our employees and contractual workers (i.e.: salary and social benefits, etc.). (CSA 4.2)

What do you do with this information about me?

In the appendix to the present document, you will find a description of the main collections of information held by Judo Canada. Information collected is used in the administration of the association's programs and activities. Judo Canada formally pledges not to sell or share its membership list with anyone, unless required to by law. However, Provincial Associations, technical directors of judo clubs may receive information about judo-related products and services via regular mail; these mailings are controlled by the association. (CSA 4.3.3)

When you register for an activity, officials (the organizers, referees, permanent office staff) generally have access to your personal information. You cannot expect complete privacy in matters concerning personal information necessary to the organization of a tournament. Your name, age category, weight category, grade, gender, the identity of your competitors, and your results will be made public at the competition site and in the official results posted by Judo Canada. The latter may be shared with the media and be posted to the association Web site.

How does Judo Canada gain my consent?

By providing your personal information at the time of annual registration or by registering for activities, you are authorizing the association and its representatives to use your information in order to offer you products and services. (CSA 4.2)

During the next few years, we will be revising various association forms in order to keep you better informed.

Judo Canada does not record your telephone communications with office staff or monitor your visits to our Web site. When you wish to obtain a product or service, Judo Canada may use information you provide to complete your request; this includes use of letters, faxes or e-mails.

How does Judo Canada manage this information?

All personal information is centralized at the office of Judo Canada. Files and computers are locked each evening and are under the constant supervision of the permanent office staff during the day. All files related to an individual's application for employment or to complaints are under the control of the Chair of the relevant committee. (CSA 4.3.4)

Only the individuals identified in this policy, with a legitimate need to retrieve information, are permitted to consult files containing personal information. (CSA 4.3.5)

Provincial Associations that retain a copy of the annual registration list are reminded that information therein may be used only to aid in the administration of activities sanctioned by the zone and by Judo Canada. (CSA 4.3.6)

The attached descriptions of the main collections of information held by Judo Canada also explain the security, storage and destruction procedures for each type of information. (CSA 4.5; 4.5.1; 4.5.3)

Transitory documents not retained (copies, printouts from a database, original copies of registration forms) may be destroyed by the individual responsible for collecting the document.

Right to access and correct personal information

You have the right to consult the information holdings to examine information about you, within the limits imposed by law. If the relevant information concerns a minor, the request must be made by that individual as well as a representative of parental authority (parent or guardian).

The request is made by way of a letter addressed to the office of the association. (CSA 4.9.5, 4.6) There is no fee for this service. Judo Canada reserves the right to question apparently frivolous or harassing demands that would paralyze association operations. (CSA 4.9.4)

Requests to correct personal information should be made in the same way. Judo Canada will verify the request and make the correction if the relevant files are inaccurate. Any request for correction will be noted in an individual's file, whether or not the correction is ultimately made. (CSA 4.9.5, 4.6)

An annotation will also be made in a file if a request for access is made by an individual other than the concerned party. For example, if a legitimate organization seeks to learn whether an individual is a member in good standing of the association.

Right to challenge compliance

Any complaint regarding failure to comply with this policy must be addressed in writing to the Director General. (CSA 4.10.1 and .2)

The Director General will undertake an investigation of all challenges and take corrective action. (CSA 4.10.3 and .4)

If this action requires making modifications to policies or practices, the Director General will submit a report to the Executive Committee, which will consider and approve such modifications if the original complaint is determined to be well founded.

If any member finds that a complaint is not dealt with to his or her satisfaction, he or she may appeal the decision to the Executive Committee. The Executive Committee will examine the appeal, as well as the Director General's report. The Committee will then choose to support or challenge the decision or actions of the Director General. The decision of the Executive Committee is final, and may not be appealed.

If a governmental authority believes that it has jurisdiction over a situation or complaint by virtue of an applicable federal or provincial law, Judo Canada will cooperate fully with the agency in question.

Prepared in original for Judo Quebec by Claude Lesage/ translated by Heather Berringer and adopted for Judo Canada by Andrzej Sadej

Personal Information Files

Title:

Annual registration of members

Description:

This collection of files contains annual registration forms for members, as well as sport passport applications. Personal information received includes name, date of birth, age category, grade, sport passport number, photograph, and the registration fee. In the case of Provincial Associations, the name and address of the Provincial office; the name and address of the Executive director, President, and other elected and nominated officers are collected. In case members are involved in refereeing or coaching, their advancement level in these activities is collected.

Category of individuals:

All categories of Judo Canada members.

Use of information:

Association: Judo Canada's permanent office staff, the association Secretary General and the election secretary may consult this list to determine the number of delegates eligible to vote, the number of votes representing Provincial Associations, and who may run in an election.

Sporting events: At the request of sporting event organizers or Judo Canada designated officer, this list may be consulted by staff to confirm an individual's eligibility to participate in a Judo Canada's sanctioned event.

Organizations: The Director General may consult this list in order to confirm to a legitimate organization – such as Sport Canada, Canadian Olympic/Paralympic Committee, Coaching Association of Canada, a police force, the Judo Canada's designated committee, a municipality, a recreation department or school board – as a governing body or employer, or to a sport equipment manager or funding organization, whether or not an individual or members of his/her club are members in good standing of Judo Canada and hold necessary qualifications.

Provincial Associations: Staff at Provincial Judo Associations collects registration information for Judo Canada members on behalf of Judo Canada and respect Judo Canada's policies in this regard. The number of registered members is transmitted to Judo Canada, and determines the number of representative votes accorded to Judo Canada in national association matters.

Retention and destruction of records:

Retention for a minimum of two years and a maximum of ten years. Information is protected, but is not of a sensitive nature. Manual destruction.

Questions:

Requests for information, questions, corrections or complaints should be directed to the Director General at 613 -738 1200.

Personal Information Files

Title:

Employees and contractual workers

Description:

This collection of files contains the files of employees, contractual workers, and applicants for positions. Personal information collected includes name, address and telephone number, social insurance number, C.V., interview notes made during the selection process, training received, salary, social benefits and performance evaluations.

Category of individuals:

All employees and contractual workers, both current and retired, as well as both solicited and unsolicited applications for employment.

Use of information:

Internal operations: The Director General and members of the Executive Committee designated to serve in the Human Resources capacity may consult these files, only insofar as it is necessary for the supervision and evaluation of employees and contractual workers. Payroll personnel may consult information if it is necessary to the administration of fiscal and social benefits regulations or needed to complete banking transactions.

Certain details must be shared with financial institutions and fiscal authorities, as well as with the administration of social benefits programs available to employees.

Retention and destruction of records:

Retention for a minimum of two years following the death of an employee or contractual worker. In the case of interview notes, destruction will take place two years after the hire. Information is protected and sensitive. Documents are destroyed by shredding. **Files are kept in locked cabinets.** Access to these files is permitted only by authorization of the Director General.

Questions:

Requests for information, questions, corrections or complaints should be directed to the Director General at 613 738 1200.

Personal Information Files

Title:

National team (including athletes under Athlete Assistance Program)

Description:

This collection of files contains the sport and medical files for members of the national/development team. Personal information collected includes name, birth date, health insurance card number, age category, grade, Judo Canada passport numbers, dojo and personal instructor, information concerning the physical condition of the athlete, competition results and rank, personal correspondence pertaining to sponsorships, doping control data, training logs, data pertaining to the WADA whereabouts programs (where applicable), contractual agreements, etc .

Category of individuals:

All members of the national and development teams.

Use of information:

1. Sporting events: At the request of sporting event organizers or the Director General, this list may be consulted by staff to confirm an individual's eligibility to participate in a Judo Canada authorized or sanctioned event.

The National Coaching Staff, Director General or the Chair of the Technical Committee, and Delegation Head(s) may consult these files to ensure that an athlete is eligible to remain on the team and participate in team activities.

2. Organizations: The Director General may consult this list in order to confirm to legitimate organizations – such as funding bodies – whether or not an individual or his/her club is a member in good standing of Judo Canada and holds the necessary qualifications to remain or become a member of a team or recipient of a privilege.
3. Provincial Associations: To facilitate the administration of joint programs and activities sanctioned by Provincial Judo Associations.
4. Organizers of International Sporting Events. To facilitate the administration of joint programs and activities sanctioned by International Judo Federation, Pan-American Judo Union and National Judo Federations of other countries.

5. Competition results and athlete rankings are published and may be shared with the media.

Retention and destruction of records:

Retention for a minimum of two years and a maximum of three years following the athlete's retirement from competition. Information is protected and sensitive. Documents are destroyed by shredding. Access to these files is permitted only by authorization of the Director General.

Questions:

Requests for information, questions, corrections or complaints should be directed to the Director General at 613 738 1200.

Personal Information Files

Title:

Grading Examinations and Recognition

Description:

This collection of files contains the sport and association files submitted by candidates for a Dan rank promotion, refereeing level examinations, or consideration for special recognition (Hall of Fame, Life Membership). Personal information collected includes name, birth date, age category, grade, Judo Canada sport passport numbers, dojo, refereeing level, judo grade, NCCP level attained, competition results and rank, and involvement in promotion of judo.

Category of individuals:

All members seeking judo dan rank promotion, refereeing level increase, or official association recognition.

Use of information:

1. Examinations: Each file is examined by Judo Canada's staff, the responsible Committee, named by Judo Canada for this purpose. Staff may consult other Judo Canada files to confirm an individual's eligibility, as well as points claimed. The file contains the final notes of the committee in charge of the examination. Handwritten notes taken by members of the jury (if nominated by Judo Canada) may be destroyed at the time of the examination.
2. Organizations: At the request of a candidate, Judo Canada may support his/her candidacy for recognition by another organization (Coaching Association of Canada, Sport Canada, etc)
3. Provincial Judo Associations: Files and results requiring Judo Canada validation are transmitted to this organization.
4. Judo Canada may publish positive results in grading examinations (referees and judo rank promotions) and/or share them with the media.
5. The names of finalists for and recipients of recognitions and prizes given by Judo Canada are published, and Judo Canada may share them, along with a resume and the basis for the recognition, with the media.

Retention and destruction of records:

Retention for a minimum of two years and a maximum of one year following the athlete's retirement from competition. Information is protected and sensitive. Documents are destroyed by shredding. Access to these files is permitted only by authorization of the Director General.

Questions:

Requests for information, questions, corrections or complaints should be directed to the Director General at 613 738 1200.

Personal Information Files

Title:

Designated Committee – in cases of appeal or compliant

Description:

This collection of files contains complaints and staff's investigation record, notes from deliberations, and sentences. Personal information collected includes name, address and age of the complainant and witnesses, the name, age category, grade, Judo Canada sport passport number and dojo of the accused, and, if relevant, his/her refereeing level, judo grade, NCCP level attained, competition results and rank, and involvement in promotion of judo.

Category of individuals:

All individuals having lodged a complaint, and all individuals and dojos named in a complaint.

Use of information:

1. Investigation of complaints: Each file is examined by the Committee, and may be supplemented by a report created by Judo Canada staff. In the development of such a report, the Director General may consult other Judo Canada files to confirm details alleged in a complaint. The file contains the final notes of the committee in charge of the investigation. Handwritten notes taken by members of the jury may be destroyed once a final sentence has been awarded.
2. Executive Committee: Staff and the Executive Committee may be told that a complaint has been made, as well as the identity of the parties, to prepare them for possible requests for involvement or media requests for information.
3. Designated Committee: The Committee may consult previous complaints in the name of jurisprudence.
4. If a complaint is judged to be admissible, the identity of the complainant and witnesses, as well as the facts provided in the complaint, will be revealed to the individual or dojo that is the object of the complaint so that he/she/it may present a defense.

5. The identity of the complainant is confidential. All hearings will take place behind closed doors.
6. At the discretion of the Committee, the identity of an individual who is the object of a complaint and is subsequently found guilty, as well as his/her sentence, may be made public or communicated to certain organizations.
7. Deliberations and notes taken during the hearing are not accessible to either party, nor to any external party, unless mandated by law.

Retention and destruction of records:

Retention for a minimum of two years following the resolution of the hearing or an investigation, to a maximum of ten years following submission of the complaint. Information is protected and sensitive. Documents are destroyed by shredding. Access to these files is permitted only by authorization of the Executive Director.

Questions:

Requests for information, questions, corrections or complaints should be directed to the Director General at 613 738 1200.