



GRANDE PRAIRIE REGIONAL ***SPORT CONNECTION***

Policy Title: Personal Information Protection Policy	Policy Number: 03
Approval Date: January 20, 2026	Review Due Date:

POLICY STATEMENT

Grande Prairie Regional Sport Connection (GPRSC) is committed to safeguarding the personal information entrusted to us by our members, sport organizations and participants. We manage personal information in accordance with Alberta's *Personal Information Protection Act* and other applicable laws. This policy outlines the principles and practices we follow in protecting your personal information.

This policy applies to GPRSC and to any person providing services on our behalf. A copy of this policy is provided to anyone on request.

DEFINITIONS

Personal Information – personal information means information about an identifiable individual. This includes an individual's name, home address, phone number, sex, age, marital or family status, an identifying number, financial information, education history, emergency contact information, etc.

Consent – the voluntary agreement by an individual to the collection, use, and/or disclosure of their personal information for specified purposes.

Disclosure – The act of making personal information available to a party other than the individual to whom the information relates or our organization

Collection – The act of gathering, acquiring, receiving, or obtaining personal information by any means.

1.1 What Personal Information do We Collect?

We collect only the personal information that we need for the purpose of providing services to our members and participants, including personal information needed to:

- Participate in Try-It Day and/or Winter Try-It Day
 - Name
 - Age
 - Height/Weight (if applicable for safety and equipment sizing purposes where applicable to the specific sport session)
 - Guardian/Parent Name
 - Guardian/Parent Phone Number
 - Guardian/Parent email address
 - Participant Postal Code
- Enroll a participant in a program/event/course
 - Participant's name
 - Participant's email address
 - Participant's phone number
- Communicate with sport organizations
 - Primary Contact Name
 - Primary Contact Email
 - Primary Contact Phone Number
- Contact individuals nominated for the Sport Excellence Awards or National Coaches Week
 - Nominator name
 - Nominator email
 - Nominator phone
 - Nominee name
 - Nominee phone
 - Nominee email
 - Nominee community of residence/postal code

We inform individuals, before or at the time of collecting personal information, of the purpose for which we are collecting the information. The only time we don't provide this notification is when a client volunteers the information for an obvious purpose. Eg, listing a child's age when registering for Try-It Day to ensure they are eligible for the sessions.

1.2 Who do we share the information with and why.

The GPRSC does not share personal information unless:

- Try-It Day & Winter Try-It Day
 - We share only the minimum personal information required for the respective sport organizations to administer the registered session. (Name, age, height/weight and boot size as necessary.)
- Sport Excellence Awards

- Nominee's name is shared on the website, at the awards show and on the trophy is they win the awards.
- Sport Database – made publicly available specifically to facilitate communication within the Grande Prairie Region sport community. We obtain permission during our initial conversation.
 - Individual's name if they list themselves as the primary contact for the club.
 - Individual's phone number if they list it as the primary contact for the club
 - Individual's email if they list it as the primary contact for the club.
- Aggregated, anonymized data (Postal Codes) is sometimes shared with our funding partners.

2. Retention of Personal Information

We retain personal information only for the period necessary to fulfil the purpose for which it was collected, or as required by law.

- Information relating to participation in Try-It Day or Winter Try-It Day is retained for a period of 7 years following the event, primarily for insurance and historical reporting purposes.
- Information collected for the Grande Prairie Subaru Sport Excellence Awards is retained for historical record and archival purposes related to sport recognition within the Grande Prairie Region.
- Once personal information is no longer needed, we will destroy it in a secure manner.

3. Security of Personal Information

We are committed to ensuring the security of your personal information. We use appropriate and reasonable security safeguards to protect personal information against loss, theft, unauthorized access, disclosure, copying, use, or modification, regardless of the format in which it is held.

- **Physical Security:** Hard copies of personal information are kept in secure, locked premises.
- **Organizational Security:** Access to personal information is restricted to employees, volunteers and service providers who need the information to perform their duties. All personnel are made aware of the importance of maintaining confidentiality.
- **Technical Security:** Electronic files are protected by security measures such as passwords, firewalls, and encryption where appropriate.

4. Access to and Correction of Personal Information

We respect your right to access and verify your personal information held by the Grande Prairie Regional Sport Connection (GPRSC).

- **Access Request:** You have the right to request access to your personal information. All access requests must be made in writing and addressed to the Privacy Officer. We

will respond to your request within the timeframe set out in the *Personal Information Protection Act* (PIPA).

- **Accuracy and Correction:** We rely on individuals to keep their personal information accurate and complete. If you demonstrate that the personal information we hold about you is inaccurate or incomplete, we will correct it.

5. Withdrawal of Consent

Your provision of personal information to the GPRSC is voluntary.

- You may withdraw your consent to the collection, use, and disclosure of your personal information at any time, subject to legal or contractual restrictions and reasonable notice.
- Please be aware that withdrawing consent may limit our ability to provide you or your child with specific services, such as registration for Try-It Day, processing nominations for the Sport Excellence Awards, or receiving communications as a sport organization contact.
- To withdraw your consent, please contact the Privacy Officer in writing.

6. Questions and Contact Information

The GPRSC is responsible for the personal information under its control. We have designated a Privacy Officer to ensure compliance with this policy and with PIPA.

If you have any questions, concerns, or complaints regarding this policy or the handling of your personal information, please contact our Privacy Officer:

GPRSC Privacy Officer

- **Name:** Daycie Bohning
- **Address:** Box 9 Sexsmith, Alberta
- **Email:** councillorbohning@sexsmith.ca
- **Telephone:** 780-933-1951