

Privacy Policy

Organization refers to: Manitoba Table Tennis Association (MTTA)

For not-for-profit organizations in Manitoba, the privacy of personal information is governed by the Personal Information Protection and Electronic Documents Act (PIPEDA). This Policy is based on the standards required by PIPEDA as interpreted by the Organization.

Definitions

Commercial Activity – Any particular transaction, act or conduct that is of a commercial character.

Participants – Refers to all categories of individual members defined in the By-laws of the Organization who are subject to the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with the Organization including, but not limited to, employees, contractors, athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers.

Personal Information – Any information about an individual that relates to the person's personal characteristics including, but not limited to: gender, age, income, home address, home phone number, ethnic background, family status, health history, and health conditions.

Stakeholder – Individuals employed by, or engaged in activities on behalf of, the Organization including: coaches, staff members, contract personnel, volunteers, managers, administrators, committee members, and directors and officers of the Organization.

Purpose

The Organization recognizes Participants' right to privacy with respect to their Personal Information. This Policy describes the way that the Organization collects, uses, safeguards, discloses, and disposes of Personal Information.

Application of this Policy

This Policy applies to all Stakeholders and Participants in connection with personal information that is collected, used or disclosed during Organization activity.

Except as provided in PIPEDA, the Organization's Board of Directors will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

Obligations

The Organization is obligated to follow and abide by PIPEDA in all matters involving the collection, use, and disclosure of Personal Information.

In addition to fulfilling the legal obligations required by PIPEDA, the Organization's Stakeholders will not:

- Disclose Personal Information without express written consent
- Use Personal Information for personal benefit
- Share Personal Information with unauthorized individuals
- Accept gifts in exchange for disclosing Personal Information
- Place themselves in positions of obligation that could lead to improper disclosure.

Accountability

The Privacy Officer is responsible for the implementation of this Policy and monitoring information collection and data security, and ensuring that all staff receive appropriate training. The Privacy Officer also handles personal information access requests and complaints.

Contact: Carlos Cuadra- Executive Director of MTTA.

Duties of the Privacy Officer include:

- Implementing privacy procedures
- Receiving and responding to inquiries
- Tracking those with access to data
- Ensuring third-party compliance
- Training staff on privacy practices

Identifying Purposes

The Organization may collect Personal Information from Participants for purposes including Communications, Registration, Database Entry and Monitoring, Sales and Merchandising, and General administration.

Additional purposes require documented consent from Participants.

Consent

By providing Personal Information, Participants are deemed to consent to its use as described. Consent will be obtained before collection, use, or disclosure unless permitted otherwise by law.

Participants may consent through written means and may withdraw consent in writing at any time, subject to legal limitations.

The Organization may disclose Personal Information without consent in certain legal or emergency situations as described in PIPEDA.

Accuracy, Retention, and Openness

The Organization will keep Personal Information accurate and current. It will be retained only as long as necessary for program participation and legal requirements.

Security measures will protect Personal Information from unauthorized access.

Participants have access to their Personal Information and to documentation about the Organization's practices.

Access

Upon written request and identity confirmation, Participants may access their Personal Information. Access requests will be fulfilled within 30 days unless exceptions apply.

If access is denied, the Organization will explain the reason and relevant PIPEDA provisions.

Compliance Challenges

Participants may challenge the Organization's privacy compliance.

Complaints will be acknowledged, investigated, and resolved with a written report within 60 days.

Participants will not face penalties for raising concerns or complying with this Policy.

PSO Board of Directors Approval Date

Created, reviewed, and approved on August 7th, 2025.