



Privacy

Privacy Statement

This Privacy Statement describes how Special Olympics Yukon (SOY) collects, uses and discloses personal information about our current and potential athletes, volunteers, sponsors, donors, and family members (collectively “you” or “your”). This Privacy Statement, which applies to Canada, informs you how we collect, use and disclose personal information. Special Olympics Yukon will take reasonable steps to protect your privacy in accordance with this Privacy Statement and applicable law.

The Personal Information We Collect

Special Olympics Yukon collects personal information when it is voluntarily submitted by you, for example when you register or participate as an athlete, volunteer, sponsor, donor, or family member; participate in a survey, purchase promotional products, or request to be on a mailing list. Where applicable, we may also collect personal information from your coach or family member, where we believe that you have consented for your coach or family member to provide the personal information to us. The type of information we request may include:

Athlete information

- contact information;
- date of birth;
- medical information;
- biographical information, including the sports and sporting associations that you participate in;
- photographs of you;
- information regarding behaviour

Volunteer information

- contact information;
- volunteer screening information; medical information (coaches only);
- biographical information;
- coaching certification;
- photographs of you;

Sponsor and Donor information

- contact information;

Special Olympics Yukon

4061 Fourth Avenue, Whitehorse, YT, Y1A 1H1 **Tel** (867) 668-6511 **Fax** (867) 667-4237

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- company name (if applicable).

Special Olympics Yukon may collect personal information about individuals who are under the age of majority, which is 18 or 19 depending on your province or territory, or who are otherwise not able to give valid consent. At or before the time Special Olympics Yukon collects personal information about an individual that Special Olympics Yukon knows is not able to give consent, SOY will seek the consent of someone who is able to give consent on their behalf, such as a parent or legal guardian.

How We Use and Disclose Your Personal Information

Special Olympics Yukon, other Special Olympics accredited organizations in Canada (see Schedule A for complete list) use the personal information that you provide for the purposes for which it was provided, namely to:

General purposes

- establish your identity;
- administer and manage our programs and services to athletes, families and volunteers;
- communicate with you; and
- respond to your inquiries.

Additional purposes for athlete information

In addition to the general purposes described above, if you are a current or potential athlete, your information may be used to:

- establish your eligibility for registration as an athlete;
- establish your eligibility to participate in our programs or receive our services;
- communicate with your immediate family members;
- ensure your health and safety needs and enable effective handling of medical emergencies; and
- complete statistical analysis for affiliate, program, sport and other development, where your data would be part of an aggregate.
- ensure Special Olympics Yukon staff is fully equipped to administer and conduct programs

Photographs of Special Olympics Yukon athletes, volunteers, board member and supporters...may appear on the Special Olympics Yukon website and promotional materials.

Additional purposes for volunteer information

In addition to the general purposes described above, if you are a current or potential volunteer, your information may be used to:

- establish your eligibility for registration as a volunteer;
- establish your eligibility to participate in our programs or receive our services;



- complete statistical analysis for affiliate, program, sport and other development, where your data would be part of an aggregate

Additional purposes for sponsor and donor information

In addition to the general purposes described above, if you are a current or potential sponsor or donor, your information may be used to:

- process your donation
- administer your sponsorship of our programs and services
- request financial support
- provide information to you about intellectual disabilities, our programs and services, volunteer opportunities and upcoming promotions or events offered by Special Olympics Yukon and our Affiliates.

If sponsors or donors prefer that Special Olympics Yukon or its Affiliates not use or disclose their personal information for fundraising or to provide further information, they may opt out of such uses and/or disclosures by writing to: Executive Director, Special Olympics Yukon, 4061 4th Avenue, Whitehorse, YT Y1A 1H1

Consent

By providing us with your personal information, you, or if you are a minor or are otherwise not capable of giving consent, your authorized representative, parent or legal guardian, consent to our collection, use and disclosure of that information as described in this Privacy Statement as amended from time to time or as described at or before the time of collection, use or disclosure, as the case may be. If you do not want your personal information to be collected, used or disclosed in this manner, then please either (1) do not submit your personal information to us, or (2) exercise opt-out procedures described above or as may be offered at the time of collection. If you have submitted personal information to us and wish to withdraw your consent to its retention, use or disclosure, please write to the Executive Director at address above in Whitehorse. You may withdraw your consent, subject to legal or contractual restrictions and reasonable notice. If you withdraw your consent, we may not be able to provide some programs or services to you.

We will seek your consent to the collection, use or disclosure of personal information that may be considered sensitive in the circumstances, such as athlete's medical information (except in cases of medical emergency).

Where permitted or required by law, Special Olympics Yukon may collect, use or disclose your personal information without your consent, for example to maintain contribution records to meet requirements of the Canada Customs and Revenue Agency.

Protection of Personal Information

Special Olympics Yukon takes precautions with personal information submitted by you, including physical, organizational and technological measures. However, given that electronically transmitted data is not 100% secure, we make no warranties as to the security of any information that you submit electronically, which you do at your own risk.

How to Access or Correct Your Personal Information



Special Olympics Yukon will establish and maintain a file of the personal information that you provide to us. Your file will be kept by Special Olympics Yukon, and only Special Olympics Yukon agents and employees who need to access your file in the course of their duties will have access to your file.

If you wish to access or to correct your personal information, please write to Privacy Officer at Special Olympics Yukon, 4061 4th Avenue, Whitehorse, Yukon Y1A 1H1. Some information may not be accessed in certain circumstances, for example if it contains personal information of other persons or for legal reasons. To protect your privacy, we will take reasonable steps to verify your identity before granting you access to, or making corrections to, your personal information.

Changes to This Privacy Statement

This Privacy Statement was last updated on May 14, 2012 and Special Olympics Yukon may change this Privacy Statement from time to time. If Special Olympics Yukon makes a material change, this Privacy Statement will be updated accordingly and we will make reasonable efforts to notify affected individuals.

If you have any inquiries, requests or complaints regarding this Privacy Statement, please write to Privacy Officer at Special Olympics Yukon, 4061 4th Avenue, Whitehorse, YT Y1A 1H1.