ONTARIO HORSE TRIALS ASSOCIATION
Privacy Commitment

June, 2006

The Ontario Horse Trials Association (OHTA) is committed to respecting and protecting the privacy of its members. While the OHTA is not subject to the *Personal Information Protection and Electronic Documents Act*, because its current activities are not commercial in nature, the OHTA has adopted a privacy policy. All of our information handling practices and procedures have been established to respect and protect your right to privacy.

As the governing body for Eventing in Ontario, the type of information the OHTA gathers and uses enables us to serve our membership and monitor the practices and principles of our sport. The type of information that is collected may include:

Name	Address	E-Mail Address
Telephone Number	Birth Date	

The OHTA will use personal information only for the purposes of the OHTA's activities. It will be shared within our Board of Directors as required for them to fulfil their duties. Names, membership numbers and membership status and qualification will also be shared with Event Organisers to allow them to validate entry information and with award sponsors to allow them to validate awards. If personal information is required for a commercial activity, the OHTA will obtain consent before proceeding. Please be advised that OHTA will not distribute personal information to any third party other than those already named without your consent.

The OHTA is committed to ensuring all personal information is protected against unauthorized access, disclosure or misuse. Our security practices are reviewed on a regular basis to ensure that privacy of personal information is not compromised.

In order to help the OHTA keep your personal information accurate and up to date, we encourage you to notify us of any incorrect or out-of-date information.

The OHTA is accountable for the management of the information collected and compliance with its privacy policy. Should you have questions or concerns regarding this policy please feel free to contact us in writing, by phone or email so we may address these concerns:

Roseanne Corbett
Ontario Horse Trials Association
Phone: 905-936-6836
E-mail: roseanne.corbett@gmail.com

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ONTARIO HORSE TRIALS ASSOCIATION

TITLE: Privacy Policy June 7, 2006

General Statement:

Based on its current activities, the Ontario Horse Trials Association ("OHTA") is not subject to the *Personal Information Protection and Electronic Documents Act* (the "Privacy Act"). However, it is the intent of the OHTA to ensure that its Board Members and other volunteers understand and adhere to the organization's policy to respect and protect the privacy of its members.

Policy:

Protecting privacy means:

The OHTA is committed to respecting the privacy of its members. All of our information handling practices and procedures are designed to respect and protect our members' right to privacy.

All personal information related to a member will be used only for the purposes of the OHTA's activities, which are not commercial in nature. This information may be written, verbal, electronic, or in another form. This policy extends to everything the members of the OHTA Board of Directors learn in carrying out their duties.

What information is collected and how is it used?

The type of information the OHTA gathers typically includes:

- Personal information
- Information that does not identify the individual.

Personal Information:

For the purpose of this policy, personal information is information about an "identifiable individual." The OHTA uses personal information to identify and communicate information to members, Event Organizers and award sponsors.

The type of information we collect may include:

Name
Address
E-mail Address
Telephone Number
Birth Date

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The OHTA will use personal information only for the purposes of the OHTA's activities, which are not commercial in nature. If for any reason personal information is required to fulfil a purpose which is a commercial activity for the purpose of the Privacy Act, the OHTA will obtain consent before proceeding.

Personal information is kept while an individual is an active member of the OHTA, and then is stored for a period of time after that as determined by our internal policy. A retention schedule is set up to ensure these requirements are met. Once the required amount of time has been fulfilled the information is destroyed.

Information that does not identify the individual:

This is anonymous/non personal information that cannot be associated with or traced back to a specific individual. The OHTA may collect this type of information through our website in the form of evaluation reports, surveys etc. This electronic data may also include the pages visited, the length of time a person has utilized these pages and the time of day individuals access our website.

The anonymous information gathered from the OHTA website is used to assess, measure and improve the services we deliver to our membership.

Outside parties and members' information:

The personal information provided to the OHTA will be used only in connection with the OHTA's activities except under the following circumstances:

- When authorized by the member
- When required by law

A competitor's signature on the Application for Membership indicates agreement to the terms and conditions of membership in the OHTA and signifies understanding that their name, membership number and membership status and qualification will be released to the Event Organizers to allow them to validate show entries and to award sponsors to allow them to validate awards.

When authorized by the member:

Personal information will not be released to third parties other than Event Organizers and award sponsors without the express consent of the member.

While the OHTA takes all reasonable precautions to ensure the information provided to us is not used by third parties for purposes other than those described in this Privacy

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Policy, the OHTA is not responsible for any improper use of personal information that is beyond our reasonable control.

When Required by Law

The OHTA may be obligated in some instances such as legal proceedings or court order to disclose certain personal information to the authorities.

Website Links:

The OHTA website links to other equine related sites which may be of interest to our members and website visitors. Although we try to link with sites that share our commitment to and respect for privacy, we are not accountable for the privacy practices of other sites.

How the OHTA protects personal information:

The OHTA is committed to ensuring all personal information is protected against unauthorized access, disclosure or misuse. All security measures are appropriate to the sensitivity level of personal information. Our security practices are reviewed on a regular basis to ensure that privacy of personal information is not compromised.

Accessing and amending personal information:

In order to continue to deliver quality service to our membership, it is important to have up to date and complete member records. As members of the OHTA, individuals have the right to access, confirm and amend their personal information.

Accessing member information

If for any reason a member wishes to access their information, the member should submit a request the OHTA through telephone, e-mail or in writing (see contact information below). Every reasonable effort will be made to address requests for access within 30 days of receipt of the request.

Amending Member Information

In order to help the OHTA keep members' personal information accurate and up to date, we encourage members to notify us of any incorrect or out of date information. Members may choose to do this by telephone, mail or e-mail.

Questions, concerns and complaints:

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The OHTA is accountable for the management of the information collected and compliance with this policy. Should a member have questions or concerns regarding this policy they should contact us in writing, by phone or email:

Roseanne Corbett
Ontario Horse Trials Association
23 Deer Lane, RR#3 Everett
ON, L0M 1J0
Phone: 705-435-0866
E-mail: roseanne.corbett@gmail.com

What if this Policy Changes?

The OHTA reserves the right to add, modify or remove portions of this policy when deemed appropriate. The revision date is located at the top right corner.