
Appendix “F”

Privacy Policy



**CANADIAN AUTOMOBILE SPORT CLUBS
ONTARIO REGION**

703 Petrolia Road
Toronto, ON M3J 2N6
CANADA

office@casc.on.ca

Tel: (416) 667 9500

Fax: (416) 667 9505

Toll-Free In Canada: (877) 667-9505

AMENDED TO THE CASC ONTARIO REGION MANUAL OF POLICIES NOVEMBER 13, 2004

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PRIVACY POLICY

Canadian Automobile Sport Clubs – Ontario Region (CASC-OR) respects and protects the privacy of personal information provided to it in the course of its provision or sanctioning of amateur automobile sport activities and services. Personal information is information that is collected from and provided to CASC-OR or its member clubs by an individual as part of the normal operation of its services and in accordance with applicable provincial and federal legislative requirements. CASC-OR does not provide an individual's personal information to third parties for marketing or other purposes without the individual's express consent, although CASC-OR may use the information for its own business purposes, including promotional or marketing activities, and may share it on request with its member clubs for similar purposes. By registering with CASC-OR or one of its member clubs, or by subscribing to any of its services or activities including those on the web site, you expressly consent to our use and disclosure of your personal information in accordance with this Privacy Policy and the included Privacy Statement. The following privacy statement is an overview of how we collect and use your personal information. If you have questions please contact CASC-OR by email at office@casc.on.ca, or by telephone at 1-877-667-9505

PRIVACY STATEMENT

The primary purpose for which CASC-OR may collect personal information of individuals is to provide a safe, efficient and effective operation in the ordinary course of its business and in its provision of services to interested individuals. Only information consistent with these purposes is requested and collected, and may be retained and used for such purposes. The CASC-OR web-site can be accessed and browsed without the provision of personal information, but use of specific areas of the site may require an individual to provide contact and identity information, which can then be maintained, stored and used for purposes consistent with CASC-OR's business and operations. Information requested may include personal information that is not required, in which case the individual has the option to refuse to provide or disclose the information. Where information is required in order for the individual to access or use services of the business, or to participate in its lawful activities, the individual can choose to not provide the required information by choosing not to use the service or feature, or to not participate in the activity. Where access or use of CASC-OR's services requires and elicits the provision of financial information of an individual, that information, including banking or credit card information, can be used to verify the accuracy of the personal information provided, as well as to bill the individual for services provided or for participation in activities of the organization. Information of individual users of the CASC-OR web site or email services may be automatically tracked and used for information and research purposes to determine user demographics, interests and behaviour, to assist CASC-OR to better ascertain, understand and service its community of interest. This information may include the URL from which the CASC-OR site is accessed, the URL next visited, and the individual's computer browser information and IP address. CASC-OR may use data collection devices known as 'cookies' on its site to track web page access, use, and promotional effectiveness, and to provide services more efficiently. Cookies are small files placed on a user's hard drive that assist in the provision of services, some of which may be accessible only by means of a cookie, and they may be used to assist CASC-OR to provide information targeted to specific user demographics or interests. CASC-OR cannot control cookies placed on a web page on the CASC-OR web site by a third party user. If you view such a page you may encounter cookies or other similar devices not created or controlled by CASC-OR. Personal correspondence or messages posted to the CASC-OR website, bulletin boards or emails will be collected and may be used by CASC-OR in accordance with its privacy policy. Personal information about an

individual forwarded or sent to CASC-OR by a third party may also be collected and used, and may be retained and stored by CASC-OR for future use. Additional uses for such information may include use to resolve or address disputes, provide support and troubleshoot problems.

COLLECTION AND USE OF PERSONAL INFORMATION

CASC-OR reserves the right to collect and use personal information to facilitate services requested by an individual. CASC-OR also reserves the right to use, disclose and publish personal information, excluding contact or financial information, of any individual for purposes of recording and reporting of events and activities, including but not limited to the recording and publication of event standings and results, and the recording and publication of event participation of any sort, as an entrant, official or worker. Personal information provided and collected in accordance with applicable laws and CASC-OR's privacy policy, including information about current or past activities of an individual, may be used to: bill or collect an account or credit card debt; help promote safe usage; measure/monitor use of and interest in CASC-OR's services and activities; promote online and offline offers, products, services, updates, activities and member club information, services and activities; to protect CASC-OR against error, fraud and criminal or unacceptable activity and conduct; to enforce a User agreement where applicable; to further the lawful business and operations of CASC-OR in accordance with its products and services; and to identify users using multiple user identifications or aliases. Other uses may apply as disclosed or described at the time of collection of the personal information. Use of CASC-OR services or products constitutes express agreement by the individual to the uses and disclosure of personal information as set out in the CASC-OR Privacy Policy, Privacy Statement and in accordance with any express consent or applicable User Agreement. An individual may opt out, in writing, from the receipt of certain communications, but other uses of personal information as set out will continue to apply.

COLLECTION, USE AND DISCLOSURE OF MEDICAL INFORMATION

Medical information provided to CASC-OR by an individual will be collected only for the express purpose for which it is collected, and will be used and disclosed only in accordance with that use. For instance, medical information provided and collected for purposes of establishing eligibility to be licensed to participate in a CASC-OR sanctioned event or activity will be retained and stored in a confidential manner, and shall be disclosed only as required to a physician chosen by CASC-OR for the express purpose of establishing the eligibility of the individual for licensing. Medical information that is provided by an individual voluntarily for any other purpose shall be maintained and stored in a confidential manner, with access and disclosure restricted to a health care practitioner or practitioners for purposes consistent with the reasons and terms provided to the individual at the time of voluntary disclosure. Medical information of an individual for any purpose other than licensing may be returned to the individual on request, and no record shall be retained by CASC-OR for any purpose.

DISCLOSURE OF INFORMATION

Personal information of an individual will not be sold or rented to a third party or disclosed except in accordance with the CASC-OR Privacy Policy and Privacy Statement. Personal Information may be shared with CASC-OR member clubs for purposes consistent with CASC-OR's own use and disclosure rules. Aggregate and non-identifiable information may be provided to third parties in furtherance of CASC-OR's business goals and interests, including to advertisers, media and third party promoters or research services. However, CASC-OR will use, disclose and may publish personal information, but not personal contact information, with respect to event standings and results, event participation as a participant, organizer or as an official, including photo- or digital-imaging, however generated. Except as may be required by law, personal information such as name, email address, password and financial information will not be disclosed to third parties without the individual's explicit consent. CASC-OR will cooperate at all times with law enforcement inquiries and other agencies in accordance with applicable legislation and/or as may be legally required in the course of investigation, enforcement or prosecution.

THIRD PARTY/EXTERNAL SERVICE PROVIDERS

Use of information provided by an individual to external or third party providers, whether accessed through or as a result of the use of CASC-OR services or activities, are governed by the privacy policy and practices of that provider, and are not the responsibility of CASC-OR. Please review directly to the service provider for applicable information and specification of their intended uses.

PROHIBITED USE OF INFORMATION OF CASC-OR AND ITS USERS

CASC-OR expressly prohibits any User or Third Party from the use or disclosure of personal information of CASC-OR, its member clubs or other users of CASC-OR services. Therefore no individual or organization is licensed or permitted to add a CASC-OR user or member club to its email, mail or other access list without the individual or member club's express consent to do so.

LIABILITY FOR SUPPLIED INFORMATION

CASC-OR expressly denies any responsibility or liability for personal information provided by or on behalf of an individual to a third party. Any individual accessing or using CASC-OR's services is reminded that the responsibility to protect an individual's password remains the sole responsibility of the individual.

SECURITY OF STORED INFORMATION

CASC-OR uses procedural and technical safeguards to store and protect personal information against loss, theft, conversion, unauthorized access and disclosure, both from within and from outside of CASC-OR. Privacy is further protected by use of firewalls and encryption. However, despite security and safeguards, users are reminded that security on the internet cannot be assured.

PERSONAL INFORMATION ACCESS, CHANGE AND DELETION

An individual will at all times during the ordinary course of CASC-OR's business day have access to his or her personal information that is in the possession of CASC-OR except where or unless the information is legally privileged and therefore not legally subject to access or disclosure. Personal information provided should be promptly updated for accuracy and use purposes. Membership information, including user profiles and contact information, can be accessed, reviewed and changed at any time by reference to the Members Only section of the CASC-OR web site. On written request by the individual, directly to CASC-OR, CASC-OR will deactivate the individual's account and delete the contact information from the database. However, CASC-OR will retain in its files some personal information to prevent fraud or to address its stated business purposes, including but not limited to: prevent fraud, maintain business and financial records, collect fees owed, resolve disputes, assist with investigations, enforcement and compliance with legal requirements. Such information shall be retained and stored, accessible only to select CASC-OR personnel. However, CASC-OR reserves the right to retain personal information used, published or otherwise recorded, including photo- or digital-imaging, however generated, with respect to participation in sporting events or activities, including but not limited to: event results, promotion, and status in an event as an official or participant.

AMENDMENTS TO THE POLICY

CASC-OR reserves its right to amend its Privacy Policy and the Privacy Statement at any time by posting the amended terms on the web site. Once posted, all amendments are effective 30 calendar days after the initial posting date.

ACCOUNTABILITY

CASC-OR can be contacted at any time during regular business hours with questions of concerns related to its Privacy Policy and the Privacy Statement.

Responsibilities as Privacy Officer will be fulfilled by the Secretary of the CASC-OR Regional Board of Directors.