VOLLEYBALL NOVA SCOTIA
PRIVACY POLICY

Definitions

1. These terms will have these meanings in this Policy:
   a) **Individual(s)** – refers to all categories of members and/or registrants defined in the Bylaws of Volleyball Nova Scotia as well as all people employed by, contracted by, or engaged in activities with or on behalf of, Volleyball Nova Scotia including, but not limited to, employees, contractors, athletes, volleyball clubs, coaches, mission staff, referees, volunteers, managers, administrators, committee members, parents or guardians, spectators, and directors and officers.
   b) **Personal Information** - Personal information is information about an identifiable individual and could include for example, the name, date of birth, home address and phone number, personal email address, credit card information or other personal information about such identifiable individual.
   c) **The Personal Information Protection and Electronic Documents Act (PIPEDA)** - the Federal privacy law for private-sector organizations which sets out the ground rules for how businesses must handle personal information in the course of commercial activity.
   d) **Volleyball Nova Scotia Representatives** - All Individuals employed by Volleyball Nova Scotia and Volleyball Nova Scotia Directors, Officers, Committee Members, Officials, and other Individuals who are decision-makers within Volleyball Nova Scotia.

Policy Statement

2. Volleyball Nova Scotia is committed to protecting the privacy of Individuals who use its services, and/or participate in its programs and events.

Purpose

3. The purpose of this policy is to ensure consistency in practices and procedures in administering Volleyball Nova Scotia's *Privacy Policy*, and to enhance effective application in protecting the privacy of Individuals who may use its services, and/or participate in its programs and events.

4. The policy will assist in the effective protection and management of personal information by identifying, assessing, monitoring and mitigating privacy risks in government programs and activities involving the collection, retention, use, disclosure and disposal of personal information.

Scope and Application

5. This policy applies to personal information of Individuals who may disclose personal information to Volleyball Nova Scotia or use Volleyball Nova Scotia services, and/or participate in its programs and events.

6. Volleyball Nova Scotia will comply with PIPEDA and comparable provincial legislation as applicable.

   Volleyball Nova Scotia shall obtain the consent of members to collect, and disclose to Volleyball Nova Scotia, personal information solely for the purposes identified in this policy.

7. The Executive Director has been appointed as Privacy Officer for Volleyball Nova Scotia. The Privacy Officer may delegate day-to-day responsibility for administration of this policy to other

employees but the Privacy Officer remains accountable for Volleyball Nova Scotia's handling of personal information.

Provisions

8. Volleyball Nova Scotia is responsible for all personal information under its custody or control, including information that it may transfer to a third party for processing in order to provide Volleyball Nova Scotia services and programs.

9. Volleyball Nova Scotia shall endeavour to maintain appropriate procedural and technological measures and storage facilities to prevent any unauthorized use or disclosure of an Individual's personal information.

10. Volleyball Nova Scotia will not sell, share, or rent an Individual's information to others in ways different from what is disclosed in this statement without the consent of the user.

11. Volleyball Nova Scotia will obtain an Individual's express consent before using or disclosing personal information for any purposes not identified in this *Privacy Policy.*

12. Consent to store personal information can be provided electronically or it can be implied where the purpose for collecting using or disclosing an Individual's personal information would be considered obvious. Consent may be implied where Volleyball Nova Scotia provides notice and a reasonable opportunity to opt-in/opt-out of an Individual's personal information being used in accordance with this *Privacy Policy*.

13. Some of the purposes for which Volleyball Nova Scotia may collect, use and disclose an Individual's personal information include:

Non-Commercial Activity

Communications

a) Sending communications in the form of e-news or a newsletter with content related to Volleyball Nova Scotia's programs, events, fundraising, activities, discipline, appeals, and other pertinent information
b) Publishing articles, media relations and postings on the website, displays or posters
c) Award nominations, biographies, and media relations
d) Communication within and between Stakeholders and Individuals
e) Discipline results and long term suspension list
f) Checking residency status

Identification

a) Informing governing bodies (e.g., other Sport Organizations (PSOs and NSOs)) of Individuals' registration and/or participation with Volleyball Nova Scotia
b) Informing government funders the number and demographic profile of registered Individuals

Registration, Database Entry and Monitoring

a) Registration of programs, events and activities
b) Database entry at the Coaching Association of Canada and to determine level of coaching certification, coaching qualifications, and coach selection.
c) Database entry to determine level of officiating certification and qualifications
d) Determination of eligibility, age group and appropriate level of play/competition
e) Athlete Registration, outfitting uniforms, and various components of athlete and team selection

f) Technical monitoring, referee training, educational purposes, sport promotion, and media publications

Commercial Activity

a) Purchasing equipment, coaching manuals, resources and other products
b) Promotion and sale of merchandise
c) Video recording and photography for promotional use, marketing and advertising by Volleyball Nova Scotia

General

a) Travel arrangement and administration
b) Implementation of Volleyball Nova Scotia's screening program
c) Medical emergency, emergency contacts or reports relating to medical or emergency issues
d) Determination of membership demographics and program wants and needs
e) Managing insurance claims and insurance investigations
f) Video recording and photography for personal use, and not commercial gain, by spectators, parents and friends
g) Payroll, honorariums, company insurance and health plans
h) Any and all complaints and inquiries

14. Data collected may be transferred to, and/or stored at, a destination outside Canada for processing by third-party service providers contracted by Volleyball Nova Scotia. If an Individual submits personal information, they specifically consent by doing so to such transfer, storing or processing. Volleyball Nova Scotia will take reasonable steps to ensure data is treated securely and in accordance with this *Privacy Policy*.

15. Volleyball Nova Scotia will retain personal information only as long as necessary to fulfill the identified purposes or a legal or business purpose in accordance with this *Privacy Policy*.

16. Volleyball Nova Scotia is committed to meeting the requirements of Canada's Privacy Information and Anti-Spam Legislation, including through any commercial electronic messages sent by Volleyball Nova Scotia. An Individual may "unsubscribe" from receiving communications from Volleyball Nova Scotia at any time and will be removed from its database.

17. Withdrawal of consent for the use of personal information may be forwarded in writing to Volleyball Nova Scotia. Such a withdrawal however, may require the cancellation of registration and suspension of activities with Volleyball Nova Scotia.

Individual Access

18. Upon written request, and with assistance from Volleyball Nova Scotia, an individual may be informed of the existence, use and disclosure of their personal information and will be given access to that information. As well, an individual is entitled to be informed of the source of the personal information along with an account of third parties to whom the information has been disclosed.

19. Requested information will be disclosed to the individual within thirty (30) days of receipt of the written request at no cost to the individual, or at nominal costs relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.

20. An individual may be denied access to their personal information if:
    a) This information is prohibitively costly to provide.
    b) The information contains references to other individuals.

c) The information cannot be disclosed for legal, security or commercial proprietary purposes.
d) The information is subject to solicitor-client or litigation privilege.

21. Upon refusal, Volleyball Nova Scotia will inform the individual the reasons for the refusal and the associated provisions of *PIPEDA*.

22. Sufficient information shall be required to confirm an individual's identity prior to providing that individual an account of the existence, use, and disclosure of personal information.

Challenging Compliance

23. An individual will be able to challenge compliance with this Policy and PIPEDA to the designated individual accountable for compliance.

24. Upon receipt of a complaint Volleyball Nova Scotia will:
    a) Record the date the complaint is received.
    b) Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint.
    c) Acknowledge receipt of the complaint by way of e-mail or telephone conversation and if necessary, clarify the nature of the complaint.
    d) Determine whether the complaint is frivolous or vexatious and within the jurisdiction of this Policy. If it is determined the complaint is frivolous or vexatious or outside the jurisdiction of this Policy, the complaint will be dismissed immediately. The Privacy Officer's decision to the acceptance or dismissal of the complaint may not be appealed.
    e) If it is determined that the complaint is not frivolous and vexatious and within the jurisdiction of this policy, the Privacy Officer will investigate the complaint and take corrective action to resolve the matter.
    f) Notify the complainant the outcome of the investigation and any relevant steps taken to rectify the complaint.

25. Volleyball Nova Scotia will not dismiss, suspend, demote, discipline, harass or otherwise disadvantage any Individual within Volleyball Nova Scotia or deny that person a benefit because the Individual, acting in good faith and on the basis of reasonable belief:
    a) Disclosed to the Privacy Commissioner of Canada that Volleyball Nova Scotia has contravened or is about to contravene PIPEDA.
    b) Has done or stated an intention of doing anything that is required to be done in order to avoid having any person contravene PIPEDA.
    c) Has refused to do or stated an intention of refusing to do anything that is in contravention of PIPEDA.

Communications

26. Volleyball Nova Scotia will communicate this Policy on its website and to Volleyball Nova Scotia Representatives.

27. Any questions or concerns regarding the collection, use and disclosure of personal information or about this *Privacy Policy*, may contact Volleyball Nova Scotia at: vns@sportnovascotia.ca.

Review

28. This Policy will be reviewed at least every two years or as decided by the Executive Director and/or the Volleyball Nova Scotia Board of Directors.

29. This Policy will next be reviewed in June 2027.

Approval

30. This Policy was approved by the Volleyball Nova Scotia Board of Directors on June 25, 2025.