



**MANITOBA
CYCLING
ASSOCIATION**

PRIVACY POLICY

PURPOSE

The privacy of personal information is governed by the Personal Information Protection and Electronics Documents Act (PIPEDA). This policy describes the ways in which the Manitoba Cycling Association (MCA) collects, uses, retains, safeguards, discloses and disposes of personal information and state the MCA's commitment to collecting, using and disclosing personal information responsibly.

This policy is based on the standards required by PIPEDA and the MCA's interpretation of these responsibilities.

PERSONAL INFORMATION

Personal information is information about an identifiable individual and includes information that relates to their personal characteristics, their activities or their views.

Personal information does not include business information, which is not protected by legislation.

ACCOUNTABILITY

The MCA's Executive Director is the MCA's Privacy Officer and is responsible for the monitoring of information collection and data security as well as for ensuring that all staff receive appropriate training on privacy issues and their responsibilities in that regard.

The Privacy Officer handles all personal information access requests and complaints. The Privacy Officer may be contacted at

Manitoba Cycling
Association 145 Pacific
Avenue
Winnipeg MB R3L 2Z6

"Approved by the Board of Directors of the Manitoba Cycling Association by motion at a Board meeting held on November 5, 2008"

