



Montreal, December 23rd, 2008

**To: Minor Hockey Associations  
Regional Registrars**

**Subject Privacy Policy**

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Ladies, Gentlemen,

Through this memo, we wish to inform you of the procedure to be used with regards to the Privacy Policy in the new HCR Software.

In the "Privacy Policy" box, the program indicates "NO" by default. During registration, you must inform your members that they need to confirm the option with regards to the Privacy Policy.

The Privacy and Access to Information Policy is available on our Website at [www.hockey.qc.ca](http://www.hockey.qc.ca) under the 'Document' tab then in 'About Hockey Québec'.

**Extract of the Hockey Québec Privacy and Access to Information Policy**

**No information will be collected without having first obtained the consent of the person involved in the collection, the use and the distribution of such information.**

However, when a member does not consent to the Privacy Policy, you must the **YES** box in the Privacy Policy tab.

Thanking you for your usual cooperation, we wish the best in your hockey season. Please accept our sincere greetings.

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Ève Asselin  
Director, Services to Members

Att.: Privacy and Access to Information Policy

C.c.: Regional Presidents

MEMBRE DE



# Privacy and Access to Information Policy or Protection of Personal Information Policy

- 9.1 Personal Information includes all information related to a physical person that allows such person to be identified.
- 9.2 Except in cases where the Law on the Protection of Personal Information is invoked, Hockey Québec maintains the confidentiality of all information collected from its members.
- 9.3 Hockey Québec gathers written or verbal information supplied by its members in order to reach the objectives and complete the mandates it has been given, which can be described as follows:
- communicate with its members and identify their needs and expectations;
  - offer its members products, services and information;
  - allow affiliated organisations and suppliers to offer members some products, services and information;
  - manage its relations with members;
  - meet legal or regulatory obligations.
- 9.4 Hockey Québec gathers uses and divulges personal information for purposes considered reasonable under the circumstances and only such information necessary to offer products, services and information to members.
- 9.5 Utilisation made of personal information is limited to the objectives described in the Policy.
- 9.6 Information related to members is under a seal of confidentiality and, as exempted, such information cannot be divulged to any third party unless expressly or implicitly authorised.
- 9.7 Hockey Québec divulges the name, address, telephone number and E-mail address of its members to regional associations and privileged suppliers when such use constitutes a service and the information is useful to members, and Hockey Québec is in possession of written commitments from its privileged suppliers to the effect they will respect particular requirements related to the use of such information.
- 9.8 In cases where Hockey Québec is obligated to divulge information without the consent of the involved person, it will divulge no information other than what is necessary under the circumstances.
- 9.9 **Consent**
- 9.9.1 Unless authorized by Law, no personal information will be collected without having obtained the consent of the involved person by the collection, the use and the divulgence of such information. However, Hockey Québec may ask such person for its consent to use and divulge its personal information after they have been collected in cases where Hockey Québec insists in using such personal information after it has been collected for a purpose not stated in this Policy or not previously consented.

- 9.9.2** When a member consents, his coordinates will be used by Hockey Québec solely for the purposes stated in this Policy. Should the member refuse his consent, Hockey Québec will only use his coordinates to communicate with him and shall withhold such information from anyone else. Should a member fail to indicate or not his consent, the fact that he submitted such information shall be deemed as having consented to the use of his personal information for such stated purposes.
- 9.9.3** Should a member wish to revoke his consent, such member shall indicate such revocation in writing to Hockey Québec.

## **9.10 The exactness and conservation of personal information**

- 9.10.1** Hockey Québec ensures that any personal information it holds as supplied by its members is exact, actual and as complete as possible for the requirements of Hockey Québec. Should Hockey Québec discover that the information is inexact, incomplete or outdated, it shall revise the personal information and, should need be, will act in such a way that information transmitted to third parties be corrected for the latter's own purposes.
- 9.10.2** Information related to former members will not be corrected and Hockey Québec cannot guarantee its exactness.
- 9.10.3** Hockey Québec keeps personal information solely for the duration required by the motives for the purpose they have been collected. Such period can be prolonged after relations between the member and Hockey Québec cease, but only for such time required for Hockey Québec to communicate with the member if necessary. When Hockey Québec no longer has a need for the member's personal information, such information is destroyed, deleted, erased or converted to an anonymous format.
- 9.10.4** Personal information is kept at Hockey Québec's Headquarters located in Montreal.

## **9.11 Protection of personal information**

- 9.11.1** Hockey Québec is committed to maintain an adequate level of physical, procedural and technical security in its offices and locations dedicated to the storage of information to prevent any form of unauthorised access, divulgation, reproduction, use or modification of its members' personal information. This principle also applies to the means used by Hockey Québec to get rid of or destroy personal information.
- 9.11.2** Only those persons duly identified by the Board of Directors are authorised to have knowledge of and treat personal information submitted by members.
- 9.11.3** Hockey Québec conducts regular verification of procedures and security measures.

## **9.12 Access to personal information**

- 9.12.1** Hockey Québec authorises any member to gain access to his personal information. Hockey Québec will respond to the request within thirty (30) days of its reception. Should Hockey Québec decide not to respond to the request, it shall give the requesting person the reasons for such refusal.
- 9.12.2** Hockey Québec shall not invoice a member after having verified or corrected his personal information.

## 9.13 Visit on the Website

- 9.13.1** Visitors on any Hockey Québec's Website are not required to reveal their personal identifiable coordinates. Such information cannot be passively be transmitted through electronic means.
- 9.13.2** The Web server does not collect information about visitors either in the form of domain address or Internet Protocol (IP), but does collect information on the pages visited. This information is solely for internal use and in abbreviated form to better serve the visitors by helping us to:
- upgrade the Site,  
diagnose any technical problem,  
upgrade the contents of the Site.
- After using them, information is not stored; on the contrary, it is destroyed in a safe manner.
- 9.13.3** Hockey Québec uses the "cookies" technology. Cookies transmit information to the Hockey Québec's server and are self-erasing as soon as you leave the Web browser or close your computer.
- 9.13.4** Should you have question about the access to your personal information, the methods of collection, use, management or disclosure of personal information or this Policy, please contact Mrs. Ève Asselin, Director of Service to Members at (514) 252-3079, extension 3155, or by E-mail at [easselin@hockey.wc.ca](mailto:easselin@hockey.wc.ca).
- 9-13.5** This policy was revised on **August 13th, 2004**. On a regular basis, Hockey Québec will revise the Policy and its practices related to protecting privacy.