

Privacy of Information Policy (New April 2004)

Where the term Canadian Pony Club is used in this policy, it shall mean the Board of Directors and all employees or volunteer staff who may require information in the performance of the duties which have been assigned to them.

1. The Canadian Pony Club collects the following potentially private information from each member:
 - Name
 - Birthdate
 - Postal Address
 - Provincial Sports Association Membership Number (Active & Affiliate Members only)
 - Canadian Pony Club Test Level (Active & Affiliate Members only)
 - Gender (Active & Affiliate Members only)
 - Phone Number
 - Email address
 - Alternate address for parents if not the same as the member (minors only)
2. The above information is or may be used by the Canadian Pony Club at Branch, Regional, or National level to:
 - Identify members and their branch/regional affiliation
 - Verify membership in an appropriate Provincial Sports Association as required
 - Record CPC Test levels achieved
 - Contact the members and/or their parents as required
 - Confirm eligibility for special CPC activities
 - Perform various statistical analyses
 - Prepare a Directory of office holders for CPC internal use only.
 - Publicize the Canadian Pony Club and provide contacts for public inquiries.
3. When the above information is used to confirm membership in a Provincial Sports Organization, only the minimum amount of information should be shared. In most cases, the name, postal code, and birthday will be sufficient. In some cases, the full address may be required.
4. When the above information is used to confirm eligibility for an activity, only the information required to perform that confirmation is to be made available to the activity organizer. Normally, this would be name, branch affiliation, CPC Test Level, and possibly birthdate, gender, or age.
5. When any of the above information for Active Members or Affiliate Members is used for publicity purposes, only the name and branch affiliation will be used.
6. When the above information is used to provide Canadian Pony Club contacts for the public, it shall be restricted to only adult Associate Members who hold office in the Pony Club.
7. Individual members or, if under 18, their parents are entitled to request and receive reports showing all of the above information which is available about themselves at the Branch, Regional or National level.
8. District Commissioners are entitled to request and receive reports showing all of the above information which is available at either the regional or national level for the members registered in their own branch only.
9. Regional Chairs, Regional Directors, or Regional Membership Secretaries are entitled to request and receive reports showing all of the above information which is available at the national level for the members registered in their own region only.

10. When riding, members are required to wear a Medical Information "armband" which contains detailed information about their medical condition. This armband is the private property of the member and no Canadian Pony Club representative is entitled to see the contents except in the case of an emergency where the information on the armband is required to insure the safety of the member. The information will not be used or disclosed to anyone except as required in dealing with the current emergency situation.
11. For some testing activities and for some competitive events, particularly for those which require considerable travel, applicants may be asked to provide their medical insurance number and information about allergies, disabilities, or other specific conditions which may affect their ability to complete all aspects of the activity. When such information is provided, it shall not be used except as required during that activity.
12. Some testing and competition application forms require additional information related to the applicant's relevant experience outside the Canadian Pony Club. This includes but is not restricted to employment experience, first aid certifications, and achievements in competitions. Such information will be used only to determine the suitability of the applicant for the particular activity they wish to take part in and/or to choose between applicants where there are more applicants than may attend the activity.