

ScotDance Canada Risk Management

Data Protection Policy



- ScotDance Canada requires that all individuals within our organization who work with personal data, to implement the following safeguards in protecting such data from unauthorized access, unintended disclosures or theft.
- All individuals working with personal data as it pertains to the business of ScotDance Canada (Office Bearers, Board of Directors, Competition Organizers and Registrars) are required to acknowledge annually, that they have read and understood our Privacy Policy.



Definition of personal data:

Information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.



- Communication be restricted to ‘on a need to know’ basis that may pertain to an individual’s personal information.
- Personal data required to conduct the business of ScotDance Canada will only be retained for as long as it is required.



- Personal data no longer required should either be shredded or removed permanently from where it is being stored (document files/emails).
- Emails and attachments should be safeguarded and only shared on a 'need to know' basis. No personal information should be exchanged via electronic means.



- Keep only the items you need for your task at hand on your desk.
- File all other folders/documents in a secured location (eg. locked filing cabinet).
- Clear printers and faxes of copies immediately.



- Protect sensitive information when your desk is unattended.
- Computers should be protected by a password-protected screen saver.
- Do not share your password with others who may have access to your computer.



Privacy

- Everyone deserves to have their privacy and confidentiality protected.
- To create a safe and respectful environment for everyone, ScotDance Canada encourages its members, Associations, Affiliates, volunteers and participants at ScotDance Canada sanctioned events to avoid discussions of others' personal information.



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Questions may be directed to:

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