

2.11 Privacy and Data Protection Policy

Purpose

The purpose of this policy is to protect the personal information of Fencing-Escime New Brunswick (FENB) members, employees, and partners in compliance with applicable privacy legislation. It ensures that personal data is collected, stored, used, and shared responsibly and only for legitimate organizational purposes.

This policy promotes transparency and accountability in how FENB manages sensitive information and safeguards against unauthorized access or misuse.

Scope

This policy applies to all personal information handled by FENB, including information collected through registration, events, memberships, or communications. It applies to Board members, staff, coaches, officials, volunteers, and contractors who access, process, or manage personal data.

It complements the ***Risk Management Policy (Section 2.2)***, the ***Safe Sport, Conduct, and Athlete Protection Policy (Section 2.1)***, and the ***Human Resources Policy (Section 2.7)*** by ensuring consistent standards of confidentiality and responsible data handling.

Policy

Collection and Use of Personal Information

FENB will collect personal information only as necessary for the administration of programs, membership management, and communication with stakeholders.

Individuals will be informed of the purpose for which their information is collected and how it will be used.

Personal information will not be used for any secondary purpose without the individual's consent unless required by law.

Storage, Access, and Security

FENB will take reasonable measures to protect personal information against unauthorized access, alteration, loss, or disclosure.

Information will be stored securely in password-protected systems or locked files accessible only to authorized personnel.

Electronic communications containing personal data must comply with the ***Safe Sport, Conduct, and Athlete Protection Policy (Section 2.1)*** and applicable data-protection laws.

Disclosure and Third-Party Access

Personal information may be disclosed to third parties (e.g., insurers, Sport NB, or the Canadian Fencing Federation) only for legitimate operational purposes and under conditions of confidentiality.

FENB will not sell, trade, or share personal data for marketing or non-sport-related purposes.

Consent will be obtained whenever possible before information is released to a third party, except as required by law.

Member and Participant Rights

Individuals have the right to access their personal information and to request correction of any inaccuracies.

Requests for access or correction must be submitted in writing to the Executive Director, who will respond within a reasonable timeframe.

Retention and Disposal

Personal information will be retained only as long as necessary to fulfill its intended purpose or meet legal requirements.

When no longer required, personal data will be securely deleted, shredded, or anonymized.

Records retention practices will align with the *Financial Management Policy (Section 2.6)* and audit obligations.

Breach Response and Reporting

In the event of a data breach, FENB will act promptly to contain the breach, assess potential impacts, and notify affected individuals and authorities as required by law.

The Executive Director will document the incident, actions taken, and corrective measures to prevent recurrence.

Review

This policy will be reviewed every two years or sooner if legislative changes or organizational practices require revision.

Related Policies

- Risk Management Policy (Section 2.2)
- Safe Sport, Conduct, and Athlete Protection Policy (Section 2.1)
- Human Resources Policy (Section 2.7)
- Financial Management Policy (Section 2.6)
- Communications and Social Media Policy (Section 2.1)

Approved April 2026