

Rationale

MTC is committed to protecting your privacy and safeguarding your personal information. MTC is proud to demonstrate its commitment to member privacy by complying with the applicable privacy laws and regulations in Canada. The Privacy Policy is designed to meet the standards prescribed by the *Personal Information and Electronic Documents Act* and the regulations thereunder. The purpose of this Policy is to inform members about the types of Personal Information that MTC collects, uses and discloses. It explains how information is collected, used and disclosed, the choices members have regarding such use and disclosure, and how members may access and correct that information.

Policy Guidelines

1. This policy applies to any information collected or received from members, from any source.
2. This policy does not claim nor accept any responsibility for any privacy policies, practices, and/or procedures of other websites.
3. "Personal Information" is any information that is identifiable with a member, as an individual.
 - a. It may include but is not limited to the member's name, mailing address, e-mail address, telephone numbers, billing, credit card information, rating and related statistics. It, however, does not include any information that is solely used to communicate with members in relation to employment, business or profession, such as a member's name, position name or title, work address, work telephone number, or work electronic address.
4. MTC will collect member personal information by fair and lawful means. It may collect Personal Information from members directly and/or from third parties, where it will have obtained consent to do so or as otherwise required or permitted by law.
5. MTC may use your personal information for the following purposes:
 - a. To register or renew membership;
 - b. To deliver membership services;
 - c. To process registrations for, or administer tournaments or clinics;
 - d. As part of contests and promotions;
 - e. To respond to requests, complaints or inquiries;
 - f. To collect opinions and comments in regard to MTC operations;
 - g. To administer specific functions of our website;
 - h. To investigate legal matters;
 - i. For such purposes as you may otherwise consent from time to time; and
 - j. As otherwise required or permitted by law.
6. MTC may disclose your personal information, after determined whom and for what purpose the information is needed, at the time we collect such information from the members and obtain the member's consent to such disclosure.
 - a. MTC may transfer personal information to third party service providers with whom MTC has a contractual agreement that includes appropriate privacy standards, where such third parties are assisting MTC with the purposes;
 - b. MTC will generally obtain consent prior to collecting, and in any case, prior to using or disclosing personal information for any purpose.

- i. Members may provide consent to MTC either orally, electronically or in writing. The form of consent that is sought, including whether it is express or implied, will largely depend on the sensitivity of the personal information and the reasonable expectations that members might have in the circumstances.
 - c. MTC will use, disclose or retain personal information for as long as necessary to fulfill the purposes for which that personal information was collected and as permitted or required by law.
 - d. MTC will make a written request to review any personal information that has been collected, utilized or disclosed, will provide member with any such personal information to the extent required by law. Every attempt will be made to make such personal information available in a form that is generally understandable and will explain any abbreviations or codes.
7. MTC will attempt to ensure that personal information is kept as accurate, complete and up-to-date as possible. It will not routinely update your personal information, unless such a process is necessary. It is expected members, from time to time, will supply MTC with written updates to personal information when required.
 - a. At any time, members can challenge the accuracy or completeness of personal information in MTC records. If it is successfully demonstrated that personal information in MTC records is inaccurate or incomplete, the personal information will be amended as required. Where appropriate, the amended will be transmitted to third parties having access to the member personal information.
 - b. Every attempt will be made to respond to each of the written requests not later than thirty (30) days after receipt of such requests. Members will be advised in writing if the request cannot be met within his time limit.
 - c. There will not be charge of any costs for accessing personal information in MTC records without first providing an estimate of the approximate costs, if any.
8. MTC may request that members provide sufficient identification to permit access to the existence, use or disclosure of personal information. Any such identifying information shall be used only for this purpose.
9. MTC has implemented physical, organizational, contractual and technological security measures to protect personal information from loss or theft, unauthorized access, disclosure, copying, use or modification. Steps have been taken to ensure that the only individuals who are granted access to personal information are those with a business "need-to-know" or whose duties reasonably require such information.
10. Member directories and other member information are provided solely for legitimate Club-related purposes. Members must not harvest, copy, distribute or otherwise use member data for unauthorized purposes, including solicitation, commercial activities, political promotions or campaigns, or personal objectives. Unauthorized use of member information is prohibited and may result in disciplinary action.
11. All comments, questions, concerns or complaints regarding personal information or MTC privacy practices should be forward to the Board of Directors.