



Policy title	Privacy Policy	
Initially Adopted	September 2017	
Current version approved by Board of Directors	June 8, 2026	Pages: 5

Definitions

The following terms have these meanings in this Policy:

- a. “CAS” means Canada Artistic Swimming;
- b. “CEO” means the CAS Chief Executive Officer;
- c. “Club” means an organized group of registered persons associated for competitive or recreational Artistic Swimming;
- d. “Including” means including but not limited to;
- e. “Member” means any Provincial or Territorial Section registered with CAS;
- f. “Provincial or Territorial Section” means a provincial or territorial organization that is responsible for the management of Artistic Swimming within its provincial or territorial boundaries;
- g. “RAMP” means RAMP InterActive (RAMP Media Inc.), the CAS-approved online registration platform used to collect, store, and manage Registrant data on behalf of CAS and its Members;
- h. “Registrant” means any Club or individual that has fulfilled the requirements of registration as required by CAS and has paid any associated registration fees to CAS. A complete list of Registrant categories can be found in the CAS *Bylaws* and related CAS *Registration Policy*;
- i. “CAS Activity” means all CAS business and activities over which CAS has jurisdiction; and
- j. “CAS Participants” means all persons engaged in any paid or volunteer capacity with CAS or otherwise under the jurisdiction of CAS.

Application

This Policy applies to all CAS Participants and any individual whose personal information is managed by CAS. CAS Participants include:

- All CAS Members or Registrants;
- CAS directors, officers, committee members and volunteers;
- CAS employees and persons under contract with CAS;

- All athletes eligible for selection to, or forming part of, any team participating in competitions or events over which CAS has jurisdiction; and
- All persons working with those teams or athletes, including coaches, medical and paramedical personnel and other support persons.

Purpose

CAS is committed to keeping your personal information confidential and secure, and has developed this Privacy Policy as part of this commitment. Please take the time to familiarize yourself with this Privacy Policy as it sets out what type of information is collected, how this information is used, and with whom the information is shared. CAS also recommends that you review this document periodically as it may be altered or updated from time to time.

CAS has taken a policy decision to align its privacy program with the ten fair information principles as incorporated into the federal Personal Information Protection and Electronic Documents Act (PIPEDA). CAS is also governed by PIPEDA in matters involving the collection, use and disclosure of personal information during commercial activities.

Personal Information

Personal information will only be collected by CAS to achieve the highest standard of organizing and programming the sport of Artistic Swimming.

CAS may collect personal information from you and about you, including through the CAS-approved registration platform (RAMP), such as:

- CAS registration number;
- Name and contact information, including telephone number, residential address and e-mail address;
- Emergency contact and legal parent or guardian information;
- Athlete information and history, including date of birth, gender, citizenship, competitor levels, physical evaluation, feedback from coaches, and scores and competition results;
- Athlete medical information including medical, psychological and nutritional evaluations, past medical history and health insurance plan number;
- Passport number;
- Credit card number or other banking information (collected and processed through RAMP's secure platform in compliance with Payment Card Industry (PCI) guidelines);
- Photographs, video footage and recorded comments;
- Employee, coach, official and volunteer information including name and contact information, Social Insurance Number, banking information, coach eligibility information such as National Coaching Certification Program ("NCCP") number and level, official eligibility information such as judge or referee level, and resume information including experience and qualifications; and
- Police records check, vulnerable sector screening and personal reference information, as required, for coaches, officials, volunteers and board members, as governed by the CAS Screening Policy.

CAS will collect only the personal information reasonably necessary for the purposes described in this Policy. CAS will take reasonable steps to limit the collection, use, and disclosure of sensitive personal information to what is necessary for the purposes described in this Policy.

RAMP Registration Platform

CAS uses RAMP InterActive as its approved online registration platform. Personal information entered into RAMP during the registration process is collected and stored by RAMP on behalf of CAS and its Member organizations. RAMP stores Canadian organization data on secure cloud servers located in Canada.

RAMP InterActive maintains its own [Privacy Policy](#), which governs how RAMP collects, uses, retains, safeguards and disposes of personal information on its platform. CAS Participants who register through RAMP are encouraged to review RAMP's Privacy Policy, which describes:

- RAMP's security safeguards, including Transport Layer Security (TLS) encryption, secure cloud storage, password controls, firewalls and anti-malware systems;
- RAMP's compliance with PIPEDA and applicable provincial privacy legislation;
- RAMP's PCI Compliance practices for the collection and storage of credit card and payment information;
- RAMP's data retention practices; and
- How to access, update or request deletion of your information within the RAMP platform.

Personal information entered into RAMP is also subject to RAMP InterActive's Privacy Policy. CAS will take reasonable steps to ensure that RAMP handles personal information in a manner consistent with this Policy and applicable privacy legislation.

Use and disclosure

CAS may use your personal information for purposes including:

- To communicate CAS programs, events and activities;
- To provide you with news, event information and opportunities from CAS;
- To register Members and Registrants and to collect any fees associated with registration, including through the RAMP platform;
- To communicate within and between CAS Participants;
- For record-keeping including posting results;
- To determine eligibility and qualifications of coaches;
- To determine eligibility and qualifications of officials;
- To determine athlete eligibility, age category and appropriate level of competition;
- For use in the case of medical emergencies;
- For the safety of athletes and to identify adverse trends or specific issues that require remedial action;
- To ensure insurance compliance and meet CAS screening obligations under the CAS Screening Policy;

- To process registration fees and for other payment-related purposes such as registration at workshops, travel administration and to purchase equipment or uniforms;
- To process sponsorships and to engage in sponsor recognition activities;
- To report to sponsors, partners, funders and donors;
- For training, educational, communications, and promotional purposes related to CAS programs, events, and activities;
- To process payroll, source deductions, insurance and other benefits for employees, athletes, coaches, officials and other CAS Participants; and
- For internal purposes, including administration and to comply with legal and regulatory requirements.

CAS may disclose your personal information, to the extent necessary, to CAS Participants including officials, referees, meet managers and scorers, the Coaching Association of Canada and other organizations, volunteers and programmers who require it to allow administration and continued safe participation within the sport. CAS may also disclose your personal information to these organizations and individuals to allow communication with and between athletes, coaches, officials, board members and other CAS Participants, and for the promotion of the sport more generally.

CAS may use third-party service providers, including RAMP InterActive, to process or handle personal information on its behalf and to assist with various services such as registration management, event photography, printing, marketing and technology support. CAS does not sell, rent, trade or otherwise disclose any of your personal information to any third parties, except as described in this Privacy Policy or as permitted or required by law.

Consent

You may give express consent in writing, orally or electronically. You can also imply consent through action or inaction. For example:

- By completing and submitting a registration form through RAMP or signing other CAS materials;
- Orally, when personal information is provided in person or over the telephone;
- Electronically, when personal information is provided by e-mail or through social media sites; or
- By voluntarily disclosing personal information to a CAS Participant.

Before deciding what form of consent is appropriate, CAS will consider the type of personal information it needs, the reason for its use, as well as the individual's reasonable expectations. CAS will generally seek express consent when the information is likely to be considered sensitive.

You may also give consent through an authorized representative, such as a parent or legal guardian. For registrants who have not reached the age of majority, consent must be provided by a parent or legal guardian on the registrant's behalf.

Safeguards

CAS takes steps to ensure that coaches, volunteers, employees, board and Committee members and other CAS Participants are aware of the importance of maintaining the security

and confidentiality of any personal information in CAS's control. Reasonable physical and procedural safeguards have been put in place designed to protect this information.

Where personal information is held or processed by RAMP, CAS relies on RAMP's security infrastructure, which includes measures such as TLS encryption, secure cloud storage, access controls, firewalls and anti-malware systems. CAS will take reasonable steps to verify that RAMP's privacy and security standards remain appropriate for the sensitivity of the information being processed.

In the event of a breach of security safeguards involving personal information under CAS's control that creates a real risk of significant harm to an individual, CAS will notify affected individuals and report to the Office of the Privacy Commissioner of Canada as soon as feasible, in accordance with PIPEDA.

Your Choices

You may access and update your personal information at any time, including through the RAMP registration platform. CAS will respond to access and correction requests within a reasonable time and in accordance with applicable privacy legislation. You may also tell CAS at any time to stop using information about you by contacting the CEO (subject to legal and contractual restrictions and reasonable notice). CAS will comply with your request as quickly as possible but there may be certain uses of personal information that CAS may not be able to stop immediately.

For personal information held within the RAMP platform, you may also contact RAMP directly using the contact information provided in RAMP's Privacy Policy at rampinteractive.com/privacypolicy.

Policy Review

CAS will review this Policy periodically and update it as required by changes in legislation, CAS operations, or the registration platform.

How to Reach Us

The CEO, or their designate, is accountable for CAS's compliance with this Privacy Policy. If you have a question, request, or complaint about this Privacy Policy or CAS's handling of personal information, please contact CAS at info@artisticswimming.ca. You may also contact CAS to update your personal information or preferences.

For questions or concerns related to personal information held within the RAMP registration platform, CAS Participants may refer to the contact information provided in RAMP's Privacy Policy at rampinteractive.com/privacypolicy.