

## ALBERTA JIU-JITSU ASSOCIATION PRIVACY POLICY

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The Alberta Jiu-Jitsu Association's (AJJA) name and reputation are built on a foundation of trust. This privacy policy describes the information Alberta Jiu-Jitsu Association (AJJA) collects through membership application and the services provided through our clubs, affiliated clubs, our web site (AlbertaJJA.com, and other AJJA owned or operated web sites that link to this policy; collectively, known as the "Site"); including our member's Programs and Provincial events, and how we use that information. Our policy also describes the choices you can make about how we collect and use your information.

By using our services and viewing this Site, you are consenting to the information collection, use and disclosure practices described in this privacy policy.

**Privacy policy updates.** We may update this privacy policy from time to time. When we do so, we will post the new privacy policy on this page and change the date at the top of the policy. Therefore, we encourage you to check the date of our privacy policy whenever you visit this Site for any updates or changes. If you have provided personal information to us, we will email you any modified versions of the privacy policy that might substantially affect the way we use or disclose your personal information. By providing such information, you agree to receive updates to the privacy policy via email.

If you have any questions about this privacy policy or have concerns that are not addressed here, please contact *Alberta Jiu-Jitsu Association Privacy Officer* (contact information available at the end of this document).



**Please note:** This site includes links to other web sites, such as the site for [www.ajja.ca](http://www.ajja.ca) and members web sites. We provide these links as a courtesy to you and we do not have control over the operation or content of the sites, even though they may use the AJJA name or logo with permission. In addition, you may sign up for accounts on some of these web sites. These sites have their own privacy and information security policy and terms and conditions and do not necessarily follow our Privacy Policy. Their policies will control their collection and use of your personal information. Visitors should consult the other sites' privacy notices as we have no control over information that is submitted to, or collected by, these third parties. In addition, when you browse, they may place their own cookies on your computer and we do not control cookies placed on your computer by third parties whose advertising or links appear on our site.

**International users.** If you are located outside of Canada, please note that this Site is hosted on our computer servers in Canada. Any personal information collected through this Site, your use of this Site or submission of any personal information will therefore constitute your consent to the transfer of your personal information within Canada .

**Collection of information.** The provision of personal information to AJJA means that you agree and consent that we may collect, use and share your personal information in accordance with this privacy policy.

In addition, where appropriate, specific authorizations or consents may be obtained from time to time. For example, we may seek consent to use and share personal information after it has been collected in those cases where AJJA wishes to use the information for a purpose not previously identified or for which the individual concerned has not previously provided consent.

In most cases, and subject to legal and contractual restrictions, an individual is free to refuse or withdraw his or her consent at any time upon reasonable, advance notice. It should be noted that in some circumstances, certain AJJA products and services can only be offered if a person provides personal information to AJJA. If you



choose not provide us with any required personal information, we may not be able to offer the products or services requested. We will inform you of the consequences of the withdrawal of consent.

**What type of information does AJJA collect about me?** Personal Information means information that can be used to identify an individual and includes:

- ★ name, address, phone number, e-mail address, birth date;
- ★ financial information, such as credit card number;
- ★ employment-related information, such as may be found on resumes, applications, background verification information, or in employment references.

When you purchase goods at our member's dojos (schools) through a AJJA Program, or otherwise, we may collect information about the purchases you make.

**Non personal information.** Business contact information (e.g. office address, telephone number) is not considered personal information in certain jurisdictions.

We collect web site use information which includes information about your internet service provider, browser type, domain name, IP address, the web site that referred you to us, the web pages you request, the date and time of those requests, and entry and exit points. Collection of web site use information is described in more detail here. Our collection of web site use information may involve the use of cookies and pixel tags.

AJJA may also collect aggregated data, which is data from which the identity of an individual cannot be determined.

**How does AJJA use personal information?** AJJA may use personal information provided orally or in writing (including via electronic media) by customers in order to:

- ★ Process and manage your purchase of AJJA products and services, including the purchases through Jiu-Jitsu Programs;
- ★ Respond to your customer service inquiries, post your comments or statements on any blog or other online forum maintained on the Site, or take other actions in response to your inquiries or other online activities;



- ★ Create personalized promotions by combining your personal information with non personal information about you, such as the amounts and types of purchases you make or any benefits you receive through AJJA Programs and Events.
- ★ Communicate with you about your order or purchase, your AJJA account, your AlbertaJJA.com account, a contest or sweepstakes you have entered, a request for more information or your blog or any online forum posting;
- ★ Communicate with you about specific jobs, job opportunities or general information about employment at AJJA, in the event you have created a personal profile or submitted your resume online; and
- ★ Communicate with you about our brands, products, events or other promotional purposes, including co-branded offers, if you have opted to receive such communications either by providing us with your email address on the home page of AlbertaJJA.com or by selecting communication preferences when you signed up for a AlbertaJJA.com account or registered your membership or joined any AJJA Program. You can opt-out of receiving marketing information at any time by following the unsubscribe links on any marketing sent to you, or by calling 1-780-539-4607 or by Email at [ajitsua@telus.net](mailto:ajitsua@telus.net) or in writing at Bay 102 -12709 99 St, Grande Prairie, Alberta, T8V 5Z4.

**Is my personal information shared with third parties?** We may arrange to have other companies' marketing and promotions sent to you but only if you have indicated in your communication preferences that you are interested in such communications.

We may also share information with companies that provide support services to us (such as credit card processors, mailing houses or web hosts), that help us market our products and services (such as email vendors) or our strategic partners. These companies may need information about you in order to perform their functions. These companies are not authorized to use the information we share with them for any other purpose.



We may disclose specific information upon governmental request, in response to a court order, when required by law, to enforce our corporate policies, or to protect our or others' rights, property, or safety. We do not provide information to these agencies or companies for marketing or commercial purposes.

Also, if you participate in any blog or other online forum on our Site, any personal information that you post on the website may be shared with other participants in the forum. In any of these situations, the recipient of the personal information may be located in Canada or another jurisdiction that may not provide an equivalent level of data protection to the laws in your home country.

**How can I change what promotional communications I receive?**

We may use your e-mail address and other contact information provided to us through the Site, any AJJA Program or Event to send you promotional materials from us if you've opted in. If you do not want to receive such promotional information, you can change your communication preferences and request we remove you from our e-mail list at any time. If you have a AlbertaJJA.com account please log in and go to the communication preferences page or call 1-780-539-4607. If you've registered a AJJA membership or enrolled in a AJJA Program or Event over the phone or provided your email address on our home page, you may call us at 1-8780-539-4607 and we will change your preferences over the phone.

Please also note that even if you opt out of receiving promotional emails from us, we may still use your information to communicate with you for other purposes, such as orders, purchases, your AJJA account, customer service responses and employment application related communications.

**How do I remove or modify my personal information?** AJJA strives to ensure that any personal information provided and in its possession is as accurate, current and complete as necessary for the purposes for which we use that information.

If you applied for a position or membership at AJJA, you can log into the personal profile you created for that purpose and make any necessary changes or updates there.

AJJA permits access to and review of Personal Information we hold about an individual by the individual concerned. AJJA reserves the



right to decline access to Personal Information where the information requested:

- ★ Would disclose the Personal Information of another individual or of a deceased individual;
- ★ Would disclose business confidential information that may harm AJJA or the competitive position of a third party;
- ★ Is subject to attorney-client or litigation privilege;

Could reasonably result in:

- ★ serious harm to the treatment or recovery of the individual concerned;
- ★ serious emotional harm to the individual or another individual; or
- ★ serious bodily harm to another individual;
- ★ May harm or interfere with law enforcement activities and other investigative or regulatory functions of a body authorized by statute to perform such functions;
- ★ Is not readily retrievable and the burden or cost of providing would be disproportionate to the nature or value of the information; or
- ★ Does not exist, is not held, or cannot be found by AJJA.

Where information will not or cannot be disclosed, the individual making the request will be provided with the reasons for non-disclosure.

Where information will be disclosed, we will endeavor to provide the information in question within a reasonable time and no later than 45 days following the request.

We will not respond to repetitious or vexatious requests for access. In determining whether a request is repetitious or vexatious, it will consider such factors as the frequency with which information is updated, the purpose for which the information is used, and the nature of the information.

#### **Why does AlbertaJJA.com collect web site use information?**

During your visit to AlbertaJJA.com, we may collect certain web site use information for a number of purposes, namely to:



- ★ Make your member access and shopping more convenient and efficient;
- ★ Establish Site activity trends;
- ★ Monitor Site performance; and
- ★ Improve Site design and functionality.

Our collection of web site use information may involve the use of cookies. A cookie is a small removable data file that is stored by your web browser on your computer. Cookies allow you to place an order on our website, manage your membership, and allow us to enhance and personalize your online surfing and shopping experience. We use cookies to remember the items in your cart, recognize you when you return to our website and analyze visitor behavior.

You can choose to have your computer warn you each time a cookie is being sent or you can choose to turn off all cookies. You do this through your browser settings. Each browser is a little different, so look at your browser Help menu to learn the correct way to modify your cookie settings. If you turn cookies off, you won't have access to many features that make your site experience more efficient and some of our services will not function properly.

We may also use pixel tags – tiny graphic images – to help us analyze your online behavior, but we do not tie that behavior to any personal information.

**How is my personal information secured?** AJJA strives to maintain appropriate physical, technical and administrative security with respect to its offices and information systems so as to prevent any loss, misuse, unauthorized access, disclosure, or modification of personal information.

While we strive to safeguard your personal information once we receive it, no transmission of data over the Internet or any other public network can be guaranteed to be 100% secure.

**Information from children** AlbertaJJA.com is a general audience site that is not designed nor intended to collect personal information from children under the age of 13. AJJA does not knowingly collect personal information from anyone under the age of 13, and does not use such information if it discovers that it is has been provided. To respect the privacy of children and to comply with the Children's

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Online Privacy Protection Act, children under the age of 13 should not provide any personal information on this Site. We ask that parents supervise their children while online.

**Terms and Conditions** Please also visit our Terms and Conditions section that explains other terms governing the use of the Site and AJJA. For the [www.albertajja.com](http://www.albertajja.com) website Terms and Conditions click here.

**Questions and Feedback** We welcome your questions, comments, and concerns about privacy. Please send us any and all feedback pertaining to privacy, or any other issue. AJJA will investigate all complaints and if a complaint is justified, we will take all reasonable steps to resolve the issue.

AJJA Customer Relations can be contacted online at [ajitsua@telus.net](mailto:ajitsua@telus.net), at 1 (780) 539-4607, or by or writing to *AJJA Customer Relations*, Bay - 102 12709 99 Street, Grande Prairie, AB T8V 5Z4.