

The Canadian Kennel Club (“CKC”) is committed to protecting your personal information that we collect throughout our business processes, in accordance with the *Personal Information Protection and Electronic Documents Act* (“PIPEDA”), and other applicable laws and regulations governing collection, use and disclosure of personal information (together “Privacy Laws”). “Personal Information” throughout this Privacy Policy means any identifiable information about an individual.

CKC’s privacy practices are in accordance with the 10 guiding principles of PIPEDA and are as follows:

1.     **Accountability.** We have appointed a Privacy Officer to ensure compliance with our Privacy Policy and practices.
2.     **Identifying Purposes.** We will use your Personal Information for the following purposes:
  - (a)     To fulfill requirements of the *Animal Pedigree Act* for registering purebred dogs;
  - (b)     To protect the legal interests of the CKC and its members;
  - (c)     To develop and implement member programs;
  - (d)     To facilitate recovery of lost animals with their owners through our CANADACHIP Pet Recovery Program;
  - (e)     To offer CKC members certain benefits that may from time to time become available to them.

Except as permitted by law, we will obtain your consent if we collect, use or disclose your Personal Information for purposes other than the ones outlined above.

3.     **Consent.** Your provision of Personal Information to CKC means that you agree and consent that we may collect, use and disclose your Personal Information in accordance with this policy; CKC’s services require that clients provide certain personal information to us.
4.     **Limiting Collection.** We will not collect your Personal Information for purposes other than those identified above without your consent or except as provided for and in accordance with Privacy Laws.
5.     **Limiting Use, Disclosure and Retention.** Except as provided in this policy CKC does not sell, rent or lease Personal Information to any third parties. CKC requires all its third party agents to adhere to strict privacy and security standards. From time to time, CKC partners with other organizations in order to provide our members with other benefits and services. If you do not wish your personal information to be given to such partnering organizations, please inform the Privacy Officer, in writing, of your request to be removed from such lists. If required by law, CKC will disclose the Personal Information that it is obligated to disclose as a result of a valid legal enquiry or order.

CKC will only retain your Personal Information for as long as is necessary to fulfill the purpose for which it was collected or to meet legal or contractual requirements.

6. **Accuracy.** CKC is committed to ensuring that your Personal Information is up-to-date, accurate and complete as necessary for the purposes for which CKC uses that data. You can correct any Personal Information which is inaccurate, incomplete or out-of-date by sending a written request to our Privacy Officer.
7. **Safeguards.** CKC uses technical and organizational security measures in order to protect the Personal Information we have under our control against accidental or intentional manipulation, loss, destruction or against access by unauthorized persons. CKC's security procedures are continually enhanced as new technology becomes available. However, we cannot guarantee that the information submitted to, maintained on, or transmitted by electronic means will be completely secure. Only trained and essential CKC employees have access to Personal Information
8. **Openness.** If you have questions about the collection, use or disclosure of your Personal Information by CKC you may contact our Privacy Officer. Requests for access should be made in writing to the attention of the Privacy Officer at the address below.

Files containing personal information are physically stored in the CKC's head office identified below, and may additionally be stored at our off-site storage facilities. Electronic files are stored on a computer server resident at the CKC's office located at 200 Ronson Drive, Etobicoke, Ontario.

9. **Access.** CKC will respond to requests for access in accordance with applicable Privacy Laws. You may request access to your Personal Information at any time by submitting a written request to our Privacy Officer. CKC will require a fee in order to respond to an access request, such fee to be set from time to time by the Board. CKC will only refuse access to Personal Information in those circumstances permitted or required by applicable Privacy Laws. If CKC refuses access, it will provide the reasons for its refusal.
10. **Challenging Compliance.** If you are dissatisfied with CKC's handling of Personal Information, you may make a written complaint to the Privacy Officer. The Privacy Officer will investigate the matter and take corrective action where necessary. The Privacy Officer will report back to you and advise you of any steps taken to correct the problem. If you are still dissatisfied with the response from CKC, you may make a written complaint to the federal or provincial Privacy Commissioner (where applicable).

Privacy Officer: Mrs. Leila Bahorie

Email: [privacyofficer@ckc.ca](mailto:privacyofficer@ckc.ca)

Address: 200 Ronson Drive, Suite 400, Etobicoke, ON M9W 5Z9