

Scugog Soccer Association

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BOARD OF DIRECTORS POLICY STATEMENT

Original Date: 01 /01 /2004

SUBJECT:

Personal Information Protection and Electronic Documents Act (PIPEDA)

Scugog Soccer Association Board of Directors (hereafter referred to as **SSA**) are committed to keeping the personal information of its membership accurate, confidential, secure and private. This privacy policy has been designed to inform players, coaches, coaching staff, referees & parents of our commitment and recognition to our obligation to meet the spirit and terms of the federal Personal Information Protection and Electronic Documents Act.

POLICY:

This Privacy Policy describes the principles the **SSA** will use to protect the privacy of personal information in its possession. It addresses the reasons why such information is collected, how it is used, how its confidentiality is protected and outlines the membership's rights in respect of this information. This Privacy Policy incorporates and expands the 10 principles for the protection of personal information, as devised by the Canadian Standards Association (CSA). This Privacy policy does not apply to information regarding achievements of individuals or teams within the confines of the game of soccer.

REFERENCES: Personal Information Protection and Electronic Documents Act

PERSONAL INFORMATION PROTECTION PRINCIPLES

1.Accountability:

The **SSA** is accountable for the protection of all personal information within the organization's possession or control, including any personal information that has been transferred to a third party for processing purposes. **SSA** will require a comparable level of protection of this information from its third party relations.

2.Identifying Purposes:

Personal information that **SSA** collects from its members includes:

- ◆ Name, age & sex of participate.
- ◆ Address, telephone number(s) & email address of participate(s) including parents.
- ◆ Medical information to be used in case of emergency care.
- ◆ Participates past involvement within organized soccer including levels of play, seminars, clinics & levels of achievement recognized.

The **SSA** sole purpose for collecting this information is to insure the following criteria are met:

- ◆ All participates are identified via proper registration forms which may or may not include photo I.D.
- ◆ Participates can be assured other members of his or her team meet the age limits as pre-described to the participates.
- ◆ All participates in a position of instructor, referee, trainer or any other deemed necessary has been properly identified, qualifications provided & has been sanctioned by the **SSA** Board of Directors.

3.Consent:

SSA will obtain consent before or when it collects, uses or discloses personal information about an individual. An individual can provide consent to the collection, use and disclosure of personal information about them expressly or implicitly. **SSA** will collect, use or disclose personal information without an individual's consent only in limited circumstances as permitted by law. Subject to certain legal and contractual restrictions and reasonable notice, an individual can refuse or withdraw their consent to the collection, use or disclosure of personal information about them at any time.

4.Limiting Collection:

SSA limits the amount and type of personal information it collects to that which is necessary for the business of the Leagues of Play **SSA** participates in. Each affiliate of **SSA** will be responsible for its own collection, use and disclosure of information, with exception to Durham Region Soccer Association. Personal Information will be collected using procedures which are fair, transparent and lawful.

5.Limiting Use, Disclosure and Retention:

SSA will only use the personal information for the purpose for which it was collected as identified in principle #2, unless consent is given by the individual to use or disclose it for another purpose(i.e. newspaper articles). No participant's information will be disclosed by one affiliate to another. In other words, no personal information will be shared by between affiliates without the consent of the individual in question.

The **SSA** will maintain a retention period not to exceed two (2) years from date of last registration, after which the personal information will be destroyed or made anonymous.

Under certain exceptional circumstances, **SSA** may have a legal duty or right to disclose personal information without the individual's knowledge or consent.

6.Accuracy:

In order to ensure accountability, all personal information will be kept accurate, complete and up to date. Individuals may challenge the accuracy and completeness of personal information about them and have it amended, as appropriate.

7.Safeguards:

In executing its responsibilities with respect to the confidentiality of personal information, SSA will employ a number of safeguards, appropriate to the sensitivity of the information, to protect personal information against loss or theft, as well as unauthorized access, disclosure, copying, use, or modification. Such safeguards will include physical measures, organizational measures and technological measures, for example locked filing cabinets, restricted access to files, and limiting access on a "need to know" basis.

8.Openness:

SSA will make this policy relating to the protection of personal information available to all its members.

9.Individual Access:

Any member of **SSA** can have access to the personal information about them that is in **SSA**'s possession or control. Any member may request that their personal information be amended for purposes of accuracy and completeness. Members can make their requests directly to **SSA** by:

telephone: 905-985-7553

via email: info@scugogsoccer.ca

or in writing to: Scugog Soccer Association
P.O. Box 585,
Port Perry, ON.
L9L 1A5

Response to an individual 's request will be made in a timely and efficient manner.

10.Challenging Compliance:

Any member of the **SSA** may challenge its compliance with this Privacy Policy by contacting any member of the board directly. **SSA** will develop policies and procedures to receive, investigate and respond to individuals' complaints and questions. If the individual(s) are not satisfied with the way **SSA** has responded to a complaint, the customer can contact the Privacy Commissioner of Canada.(www.privcom.gc.ca)