

Swim Saskatchewan Inc.

BOARD OF DIRECTORS POLICIES

Type: Governance
Name: Privacy Policy
Authority: Board of Directors

Policy Number: G-11
Date Approved: June 2004
Date Revised: October 2005, Nov 2009,
May 2010

Reference: The Personal Information Protection and Electronic Documents Act (PIPEDA) and SNC Policy on PIPEDA.

Any member shall be entitled to know what information is/has been/will be collected about that member, and what use or disclosure is/has been/will be made of that information. The member has the right to request restriction on the collection, use or disclosure of personal information, and must be informed if any such restriction will affect that member's eligibility for programs, services or benefits of SSI. A member shall have the right to amend information that has been collected by SSI.

The Board of SSI annually shall appoint a Chief Privacy Officer, usually the Executive Director. The appointment of the Chief Privacy Officer shall be effective April 1 of each calendar year and shall terminate March 31 in the subsequent year.

The Chief Privacy Officer shall be responsible to manage the collection, use and disclosure of personal information about members, according to the following guidelines:

1. Collection: Swim Saskatchewan shall collect personal information about members (clubs or individuals) only as is required for the administration of any programs, benefits or services for which SSI is responsible either directly or on behalf of SNC or Sask Sport. In collaboration with the Saskatchewan Swim Coaches Association, SSI shall collect personal information about swim coaches and teachers who are registered with the SSCA.

Personal information that may be collected includes:

- name, gender, birthdate, address(es), telephone number(s) and club affiliation of individual members (swimmers)
- SNC club codes, club contact information (postal, electronic and telephone)
- SNC registration numbers of swimming members
- names, contact information and club affiliations of swim coaches
- records of payment of membership and other dues as set out in these Policies
- swim meet results, by individual swimmers and by team scores
- names and contact information for members of the Board of Directors of SSI, members of Program committees of SSI, members of club Boards, coaches, qualified swim officials

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2. Use: Swim Saskatchewan shall use personal information about members only as is required for the orderly, efficient and fair administration of any programs, benefits or services for which SSI is responsible either directly or on behalf of SNC or Sask Sport.

Acceptable uses include:

- confirmation of athlete registration and eligibility to compete
 - confirmation of insurance coverage for athletes, volunteers, Board and Committee members
 - confirmation of registration and NCCP (or equivalent) certification of coaches
 - determination of athlete eligibility for awards
 - maintenance of Provincial Records (by age, gender, and event as determined in program policy)
 - determination of athlete eligibility for funding assistance in any program area
 - determination of athlete eligibility for selection to the High Performance team, including but not limited to the High Performance Team as defined in Policy HC-2, or to any other team designated to compete on behalf of SSI (eg: Canada Games)
 - maintenance of lists of qualified officials in compliance with the requirements of the Provincial Officials Directors Council of SNC
 - any other purpose governed by the Policies of SSI
3. Disclosure: Except as provided hereunder, SSI may not disclose any nominal personal information that it has collected or received, without the written consent of the individual or club to whom the information relates. SSI expressly forbids the sale or disclosure of any information about its members to any commercial entity for purposes of sales, advertising, or any other commercial enterprise. In the application of this policy, nominal personal information is any information that could identify the specific individual or group to whom the information relates.

SSI shall:

- disclose any information in its possession about a member to that member upon the member's request
- disclose nominal registration information of individual athletes to the electronic data manager for national registration as designated by SNC (currently Swim Direct.) This function may be delegated to the Registrar (or similar designation) of the club with which athletes are registered.
- disclose nominal registration information of individual athletes to the appropriate designated volunteer/official (Referee, Meet Manager, Entries Chairperson, Results Chairperson) for purposes directly related to participation in sanctioned swim competitions (eg: verification of entries)
- disclose nominal and contact information about registered coaches to the President or designated responsible Board member of any registered club, for the purposes of confirming coaches' registration, or to the appropriate designated official (Meet Manager or Referee) for purposes related to the presence of the coach or coaches on deck at sanctioned swim competitions

- disclose nominal information regarding coaching certification to the Canadian Swim Coaches and Teachers Association (CSCTA) and/or the National Coaching Certification Program (NCCP) or any other body that is designated to have responsibility for coaching certification
- disclose nominal information regarding athlete participation and performance to SNC or Sask Sport for purposes relating to athlete eligibility for awards, funding support, team selection or other programs administered by the national or provincial bodies
- disclose nominal and contact information about qualified swim officials to the appropriate volunteer/official (Referee, Meet Manager, Officials Chairperson) for the purpose of staffing sanctioned swim competitions, and to the Provincial Officials Directors Council of SNC
- disclose information to its insurer for the purposes of registering clubs or individuals for insurance coverage, or for any purpose connected with the settlement of an insurance claim
- disclose any information that is required by law, or for which a search warrant or Subpoena ducum tenens has been executed

SSI may:

- publish on its website and in printed materials (internal or public) the tabulation of Provincial Records, including the name of the record holder. (Note that all provincial records are defined by age and gender, and are dated as at the time the record was achieved.)
- publish on its website and in printed materials intended for internal or public circulation the achievements of individual athletes, by name, gender and age categories, and club of affiliation. Pictures of athletes may be included if they are non-identified and/or of groups, if they have been published previously in public documents or electronic media (TV, print media) or if the individual has consented to nominal publication of the picture. Verbal consent to such publication shall be sufficient.
- publish on its website and in printed materials intended for internal or public circulation the names and contact information for members of the Board of SSI, members of its Program Committees and members of the Boards of swim clubs registered with SSI
- publish electronically or in printed materials intended for internal circulation to its members only, the names and contact information of coaches and lists of qualified officials

4. In addition to the foregoing, SSI may collect, use and disclose non-nominal, aggregate data for purposes such as:
 - compliance with reporting to SNC or Sask Sport
 - administrative tracking of programs and services
 - applications for funding for new or existing programs
 - support for submissions to external authorities, such as local, municipal or provincial governments, post-secondary institutions, etc.
 - publicity of the programs and services of SSI

The Chief Privacy Officer shall ensure that all information in the possession of SSI, whether maintained in electronic or printed format, is held securely and protected from unauthorized access. The Chief Privacy Officer shall log all requests for access to any information, and the disposition of the request. (A copy of written or electronic requests, annotated as to disposition and dated, shall be sufficient.) The Chief Privacy Officer shall receive any requests by members to amend or modify personal information held by SSI, and shall make such changes as are required.

Complaints regarding the collection, use or disclosure of personal information by SSI shall first be directed to the Chief Privacy Officer. Any person aggrieved of a decision of the Chief Privacy Officer shall contact the Office of the Saskatchewan Information and Privacy Commissioner, #100, 1230 Blackfoot Drive, REGINA, SK. S4S 7G4. Phone (306) 787-8350, Fax (306) 798-1603.

Swimmers and coaches involved in Masters, Summer and Winter Clubs must complete a Personal Information Protection & Electronic Documents Act (PIPEDA) Consent form annually. The PIPEDA Consent form is to be distributed and collected by the club at registration. The form is to be retained on file by the club until such time as consent is withdrawn or the person/family ceases to be a member of Swim Saskatchewan. If Part B of the form is completed a copy of the form must be sent to Swim Saskatchewan.

A copy of the PIPEDA Consent form is attached hereto.



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**Personal Information Protection & Electronic Documents Act (PIPEDA) CONSENT FORM
 To be completed by ALL Swimmers and Coaches involved in Masters, Summer and Winter Clubs**

Swimmer or Coach Name (Please Print): _____

Club Name (Please Print) : _____

Please read carefully, complete and sign the consent section below. Please also refer to Swim Saskatchewan Privacy Policy G-11. (The policy can be found on the website at <http://www.swimsask.ca> under the heading *About Us*, then click on *Policies*.) The Personal Information Protection & Electronic Documents Act requires that consent be obtained for the collection, use and disclosure of personal information about individuals.

Personal information from club registration will be used and/or disclosed by Swim Sask for registration swimming activities, High Performance Team participation, pre-meet registrations, results (media), and club/provincial records. All information collected from or pertaining to the swimmer will be used in accordance with Swim Saskatchewan Inc. Board of Directors Privacy Policy G-11. Should a parent/guardian or swimmer wish to restrict the release of and/or publication of personal information within the standard operating parameters of competitions and Swim Saskatchewan Inc., the individual or parent/guardian must sign the appropriate section below and the information will be withheld or modified. This form must be completed and signed by all swimmers (or their parent/guardian) and by all coaches annually.

Operational uses and disclosures of personal information by Swim Sask include, but are not limited to:

1. Forwarding Swimmer/Coach personal information for input into SNC registration database;
2. Forwarding Swimmer/Coach personal information to Masters Swimming Canada (MSC) and/or in the MSC registration database.
3. Publishing individual photos that are taken at competitions or awards presentations
4. Publishing photos or videos that are used in electronic or print media.
5. Publishing swimmers' names, genders, ages, club affiliations and results in swimming newsletters and other communications, in print form, electronic, posted to Swim Sask website or otherwise.
6. Compiling swimmers' names, genders, ages and club affiliations in team lists or databases to enable clubs to send data and meet entries to other clubs, coaches, officials or to Swim Sask, SNC or MSC
7. Other activities within the swimming community.

Please indicate your consent for Swim Saskatchewan to use/disclose information supplied by yourself.

Sign **EITHER** A or B below (Sign only one; not both).

A. I consent to the collection, use and disclosure of information as outlined above and in Swim Saskatchewan Privacy Policy G-11.

Signature of Swimmer or Coach	Signature of Swimmer's Parent/Guardian If swimmer under age 18	Date
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B. I consent to the collection, use and disclosure of the information as outlined above and in Swim Saskatchewan Privacy Policy G-11, ONLY for the following purposes: (use reverse side if necessary)

Signature of Swimmer or Coach	Signature of Swimmer's Parent/Guardian If swimmer under age 18	Date
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NOTE TO CLUBS: This form must be renewed annually.

- Please add this form into the club membership package that is distributed every year.
- **This form is to be kept on file by the club until such time as consent is withdrawn or the person/family ceases to be a member of Swim Saskatchewan, and must be renewed annually.**
- When transferring to another club in Saskatchewan, a new consent form must be completed and filed with the new/ accepting club. "Unattached" swimmers are to send this form directly to the Swim Saskatchewan office.
- **This form only needs to be sent to Swim Saskatchewan if Part B is completed.**





**CONSENT FORM – SWIM SASKATCHEWAN BOARD OF DIRECTORS
Personal Information Protection & Electronic Documents Act (PIPEDA)**

Name (Please Print): _____

The *Personal Information Protection & Electronic Documents Act* requires that consent be obtained for the collection, use and disclosure of personal information about individuals. Please read carefully, complete and sign the consent section below. Please also refer to Swim Saskatchewan Privacy Policy G-11. (The policy can be found on the website at <http://www.swimsask.ca> under the heading *About Us*, then click on *Policies*.)

Swim Saskatchewan needs to identify you as a member of the Board of Directors. It is necessary to provide contact information for the purpose of permitting people to contact you in your capacity as a director and identifying any specific role or responsibility that you have. All information collected from or pertaining to you will be used in accordance with Swim Saskatchewan Inc. Board of Directors Privacy Policy G-11. Should you wish to restrict the release of and/or publication of personal information within the standard operating parameters of competitions and Swim Saskatchewan Inc., you must sign the appropriate section below and the information will be withheld or modified.

Operational uses and disclosures of personal information by Swim Sask include, but are not limited to:

- 8. Making your name and contact information available in Swim Sask publications, communications and website.
- 9. Publishing photos or videos that are used in electronic or print media.
- 10. Providing your name and contact information other clubs, and to Swim Sask, SNC and MSC.
- 11. Other disclosures consistent with the objectives and functions of Swim Sask.
- 12. As required by law, for example, in a Notice of Directors filed under *The Non-Profit Corporations Act*.

Please indicate your consent for Swim Saskatchewan to use/disclose information supplied by yourself.

Sign ONE of A or B:

C. I consent to the collection, use and disclosure of information as outlined above and in Swim Saskatchewan Privacy Policy G-11.

Signature

Date

OR

D. I consent to the collection, use and disclosure of the information ONLY for the following purposes:

Signature

Date

NOTE: This form must be signed by each member of the Board of Directors annually.

