

GUELPH MARLIN AQUATIC CLUB - POLICY

Personal Information Protection & Electronic Documents Act (PIPEDA)

Regulation

As of January 1, 2004, the federal government is enforcing the PIPEDA (Personal Information Protection & Electronic Documents Act). The Act regulates the collection, use and disclosure of personal information.

The Guelph Marlin Aquatic Club, in essence, is asking its members to allow personal information such as name, address, date of birth, e-mail addresses, telephone numbers, etc., on their families to be entered electronically on a club and national database. Hard copy lists are also on file in club offices and in provincial offices. They are kept in a secure location to which no one other than the club and Swim Ontario staff has access. The Board of The Guelph Marlin Aquatic Club is the appointed designate for overseeing the data collection process and is ultimately accountable for compliance with this policy.

Purpose of Information Collection

This information is necessary to allow our athletes to train and compete in an age appropriate environment, and to have personal information on hand when direct contact is necessary. The latter also applies to volunteers and coaches. The Guelph Marlin Aquatic Club and Swim Ontario also collects donor information for Swim-A-Thon tax receipt purposes.

Security & Safeguards

The database used for national registry (Metasport Systems/SwimDirect) is secure, and personal information is not accessible to the general public. The Guelph Marlin Aquatic Club's registrar has access to the database only as it pertains to club members. Swim Ontario, as the parent organization, can access personal information on all its registered members including members of The Guelph Marlin Aquatic Club. Swimming Canada uses the database to determine total registration numbers, rankings, as well as meet results, for the entire country. Passwords are mandatory for all identified groups to access required information.

The database of The Guelph Marlin Aquatic Club, is protected by the users, limited to the Head Coach, Club registrar, Club treasurer and Swim School Coordinator. Access and the sharing of information is limited to the uses listed below.

Limited Use of Information

Personal information is shared with chaperones and coaches, as needed for swimmer safety. Meet managers are provided with the name and date of birth of swimmers

entering competitions. Names, ages, and event results are published electronically as well as in hard copy format after the conclusion of competitions. Other personal information is not made available at any time without prior contact with the coach or the parents/guardians of under-aged swimmers.

Swimmer and parents name, addresses, phone number and e-mail address, are shared with club members for the purpose of the Guelph Marlin Aquatic Club event, fundraising and social organizing. Swimmer names may be included in newsletter and activity notices.

Consent & Withdrawal Thereof

The Guelph Marlin Aquatic Club and Swim Ontario requires consent from each family to continue with this practice. Each club registrar keeps a signed consent form (see attached) on file for each registered member (athletes, volunteers, coaches, etc.) until such time at which a member wishes to withdraw consent or leaves the organization. **Withdrawal of consent for the use of personal information must be received immediately in writing by the Registrar of the Guelph Marlin Aquatic Club.**

Personal information is kept on file for the duration of a member's participation in the Guelph Marlin Aquatic Club and Swim Ontario programmes. At the end of each season (August 31), the data is archived and will only be re-activated for those members who re-register with the Guelph Marlin Aquatic Club. After six (6) years, all outdated information will be purged entirely from the the Guelph Marlin Aquatic Club and SwimDirect database. Hard copy lists are kept by the Guelph Marlin Aquatic Club and at the Swim Ontario office for a period of no more than two years, after which time they are destroyed.

Individual Access

The Guelph Marlin Aquatic Club and Swim Ontario will be happy to provide registered individuals with personal data as it appears on the the Guelph Marlin Aquatic Club and SwimDirect database within 30 days of receipt of a written request.

Complaints

Complaints are to be directed to the Board of the Guelph Marlin Aquatic Club who will attempt to remedy each situation as it arises expeditiously and in strict confidence.

Date approved by the Guelph Marlin Aquatic Club Board of Directors: August 4, 2004