

# **NORTH BAY Y TITAN SWIM TEAM**

## **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 North Bay Y Titan Swim Team, in essence, is asking its members to allow personal information such as name, address, date of birth, e-mail address, telephone numbers, etc., on their families to be entered electronically on the club and national databases. Hard copy lists are also on file in the club's offices and in the provincial offices. They are kept in a secure location which no one other than the club and Swim Ontario staff has access. The Board of the North Bay Y Titan's Swim Team 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 applies to volunteers and coaches. The North Bay Y Titan Swim Team and Swim Ontario also collect information for Swim-A-Thon and tax receipt purposes.

### ***Security & Safeguards***

The database used for the national registry (Megasport System/SwimDirect) is secure, and personal information is not accessible to the general public. The North Bay Y Titan Swim Team 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 North Bay Y Titan Swim Team, Swimming Canada uses the databases to determine total registration numbers and rankings, as well as meet results for the entire country. Passwords are mandatory for all identified groups to access information.

The database of the North Bay Y Titan's Swim Team is protected by the users, limited to the Head Coach, Registrar, and executive members. 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's safety. Meet Manager's are provided with the names and date of birth of swimmers

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

Swimmers and parents name, phone numbers and addresses are shared with club members for the purposes of North Bay Y Titan's Swim Team events, fundraising, and social organizing. Swimmer's names may be included in newsletters and activity notices.

### ***Consent & Withdrawal Thereof***

North Bay Y Titan's Swim Team and Swim Ontario require consent from each family to continue with this practice. Each 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. **The Registrar of the North Bay Y Titan's Swim Team must receive a withdrawal of consent for the use of personal information immediately in writing.**

Personal information is kept on file for the duration of a member's participation in North Bay Y Titan's Swim Team and Swim Ontario programs. 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 North Bay Y Titan's Swim Team. After six (6) years, all outdated information will be purged entirely from North Bay Y Titan Swim Team and SwimDirect databases. Hard copy lists are kept by North Bay Y Titan Swim Team and at the Swim Ontario office for a period of no more than two (2) years, after which time they are destroyed.

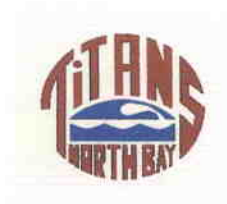
### ***Individual Access***

The North Bay Y Titan Swim Team and Swim Ontario will be happy to provide registered individuals with personal data as it appears on the North Bay Y Titan Swim Team and SwimDirect databases within 30 days of receipt of a written request.

### ***Complaints***

Complaints are to be directed to the Board of the North Bay Y Titan's Swim Team who will then attempt to remedy each situation as it arises expeditiously and in strict confidence.

*August 20, 2004 – Date approved by the North Bay Y Titan Swim Team executives.*



# NORTH BAY Y TITANS

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Box 1234 • North Bay, Ontario • P1B 8K4

## Personal Information Protection & Electronic Documents Act

### Consent Form

The North Bay Y Titans Swim Team and the Nipissing Swim Association's policy with regards to the PIPEDA is attached. Please read it and sign the consent area of this form.

I, \_\_\_\_\_, give permission to the North Bay Y Titans Swim Team and the Nipissing Swim Association to enter required personal information on the North Bay Y Titans Swim Team and the Nipissing Swim Association and SwimDirect database for the purposes outlined in the North Bay Y Titans Swim Team and Nipissing Swim Association policy, which I have read. I understand that I may withdraw consent at any time upon written notice to the North Bay Y Titans Swim Team and Nipissing Swim Association Registrar and information will be purged from the database. **Withdrawal constitutes de-registration.** Swim Ontario will be informed immediately upon receipt of written notice.

Consent is given for \_\_\_\_\_ myself

\_\_\_\_\_ under-aged child(ren) – members of the above team

Name of Child(ren): \_\_\_\_\_

Parent / Guardian Name: \_\_\_\_\_

Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form is to be kept on file by the above club until such time when consent is withdrawn or the person/family ceases to be a member of Swim Ontario. When transferring to another club in Ontario, a new consent form must be completed and filed with the accepting club. "Unattached" persons are to send this form directly to the Swim Ontario office.