



Richmond Youth Soccer Association Privacy Policy

The Richmond Youth Soccer Association (the “RYSA”) is committed to protecting the privacy of personal information it collects, uses, and discloses in compliance with the federal *Personal Information Protection and Electronic Documents Act* and B.C.’s *Personal Information Protection Act*. This policy is to inform you of the privacy principles and practices we follow to meet our obligations under those Acts.

In this policy, the term “consent” includes consent that is implied or is deemed to be given. “Soccer activities” includes, where the context permits, soccer games, practices and other training sessions, programs and courses, team functions, organisation and management, refereeing and all league, district and club organisation and activities. Soccer activities may be sponsored, sanctioned or approved by the RYSA or any of the RYSA’s affiliate or parent organisations (including, without limitation, The British Columbia Soccer Association). “Participants” are those individuals involved in soccer activities and include, where the context permits, players, coaches, managers, other team officials, referees and league, district and club officials and organisers; but does not include an employee of the RYSA.

Collection, Use and Disclosure of Personal Information

We collect, use and disclose personal information only for purposes that a reasonable person would consider appropriate in the circumstances and that fulfill the purposes disclosed or are otherwise permitted under the applicable privacy legislation. The purposes for which we collect, use and disclose personal information include but are not limited to:

- (a) registration of participants for soccer activities;
- (b) collecting such contact information from participants is necessary or of assistance to facilitate soccer activities;
- (c) collecting such participant medical information as is reasonably necessary for safe soccer activities;
- (d) assessment of participants, including without limitation, team and program try-outs; and
- (e) risk management and insurance purposes

Disclosing Purposes

Subject to certain exceptions, on or before the time of collecting personal information, we disclose to the participant the purposes for which we are collecting the information. Exceptions to disclosing the purpose include:

- (a) the consent to the collection, use, or disclosure of the personal information is implied or deemed to have been given under the applicable privacy legislation, or

- (b) the collection, use, or disclosure is authorised under the applicable privacy legislation without the consent of the individual.

Consent

We do not collect, use, or disclose personal information about a participant without the participant's consent unless such collection, use or disclosure is authorized without consent under the applicable privacy legislation. By registering or participating in a soccer activity a participant consents to the RYSA's collection, use and disclosure of personal information in connection with soccer activities. If an individual provides us with personal information of a participant, such individual represents that it has all necessary authority and consent of such participant to enable us to collect, use and disclose the personal information for the purposes for which it is provided.

Examples of situations where personal information may be collected, used, or disclosed without consent include but are not limited to:

- (a) the collection, use or disclosure is clearly in the interests of the participant and consent cannot be obtained in timely way;
- (b) the collection is necessary for the medical treatment of the participant and the participant is unable to give consent;
- (c) the collection, use and disclosure is necessary to determine the participant's suitability to be selected to a soccer team or a soccer program; and
- (d) the collection, use and disclosure results from observation at soccer activity.

On giving reasonable notice, a participant may withdraw his or her consent to our collection, use, or disclosure of personal information of that participant. A participant may not withdraw consent if the withdrawal would frustrate the performance of a legal obligation. On receipt of notice of withdrawal of consent, we will inform the participant of the likely consequences to the participant of withdrawing his or her consent.

Safeguarding and Retention of Personal Information

We are responsible for personal information in our custody or under our control. We protect this by making reasonable security arrangements to prevent unauthorized access, collection, use, disclosure, copying, modification or disposal or similar risks. We caution you about e-mail communications with us. Messages sent by e-mail are not secure. We strongly recommend that you do not send confidential or sensitive information to us by e-mail.

We retain personal information only as long as required for the fulfillment of those purposes for which it was collected, used or disclosed, and when it is no longer necessary for soccer activities. If we use personal information to make a decision that directly affects a participant, we will retain that information for at least one year after using it. Personal information which is no longer required is destroyed, erased or made anonymous.

Participant Access and Accuracy

Upon written request to our privacy officer, and subject to certain exceptions in the applicable legislation, we will provide a participant with that participant's personal information under our control, and information concerning the use and disclosure of that personal information.

Upon written request to our privacy officer, a participant may ask us to correct an error or omission in the personal information that is about the participant and under our control. If satisfied on reasonable grounds that the request should be implemented, we will correct the personal information as soon as reasonably possible and send the corrected personal information to each organization to which the personal information was disclosed in the year before the date the correction was made. If no correction is made, we will annotate the personal information under our control with the correction that was requested but not made.

We will respond to a written request for access to or correction of personal information within 30 days after receiving the written request or such extension as is permitted under the applicable privacy legislation. All requests may be subject to any fees and disbursements the applicable privacy legislation permits us to charge.

Employee Personal Information

Provided that we comply with the applicable privacy legislation, we may collect, use, and disclose employee personal information without consent of the employee

Further Information

If you have any questions or would like to request further information regarding our privacy policy and practices, please contact our privacy officer:

[name]

Challenging Compliance

Any complaints regarding our compliance with the applicable privacy legislation should be made in writing to our privacy officer.

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