

Club Personal Information and Protection Policy

The Club routinely collects information about its registered members and their parents/ legal guardians as required.

This Privacy Policy is intended to inform the community, including in particular those whose personal information we hold, of our approach to collecting, using and protecting your personal information.

Accountability: the Club considers that protecting all personal information is important and takes your right to privacy seriously.

Purpose: the Club collects only the personal information that it needs in order to provide its services and opportunities. If the personal information that Club seeks is not provided, the services and opportunities available from the Club may be limited.

Consent:

- Swimmers who join the Club will also share some personal information with Swim Ontario (“SO”). This information will be handled in accordance with Swim Ontario’s Personal Information Protection Policy.
- The Club will collect personal information from swimmers on registration that will be collected and used in accordance with this policy.
- The Club may collect additional personal information about the swimmer such as performance results or medical information such as is necessary for competitive swimming and the health and safety of the swimmer.

Limited Collection: Subject to the disclosure provisions in this statement, all of the personal information gathered by the Club will be protected by [insert protection methods such as: password access, lock and key, etc]. Only [select those appropriate: Club staff, Board members] may access personal information and even then only for one of the purposes outlined in this Policy. Once the Club no longer has a need for personal information it will either be destroyed or de-identified.

Use, Disclosure and Retention: The Club may use this personal information in order to manage and administer the services it provides.

Disclosure to third parties: From time to time, the Club may disclose your personal information to certain third parties. If the Club does this, it requires the recipients to protect your personal information in the same way and to the same high standards as the Club.

The types of organizations to which the Club may disclose your personal information may include:

- External service providers that provide the Club with financial, legal, administrative, information, technology, banking, travel, uniform manufacturing, publications and other services;
- Sponsorship companies including advertising agencies, marketing and/or sales agencies;
- Swimming organizations and committees including Swim Ontario, the Canadian Olympic Committee, the Canadian Commonwealth Games Association, SNC and FINA; SO Members, provincial swimming associations, local swimming clubs and other organizations with which the Club is associated.
- Disciplinary committees and investigative bodies;
- Government agencies (as part of our regulatory and/or statutory obligations);

The Club may also disclose your personal information in accordance with its constitution or By-Laws.

Types of Information:

Registration Information: The Club may collect information including, but not limited to, contact information, age, address, date of birth, and disciplinary records to facilitate the Club's services and operations.

Personal Profile and Results: The Club may also disclose your personal information including your personal profile, photographs of you and your results to the media, in our newsletter and on our Internet site for public viewing.

Sensitive Information: The Club may also need to collect a swimmer's sensitive information including medication being taken, diagnoses of specific conditions and results from any drug testing undertaken at the direction of the Club .

The Club stores Sensitive Information [in secured files at the Club offices or specify how it is stored].

The Club may disclose a swimmer's sensitive information to Anti Doping Authorities, FINA, medical boards, and the swimmer's Team Manager and a relevant competition Medical Practitioner from time to time.

Consent to collection of Sensitive Information: By signing the _____ [applicable Club Registration form, make sure this is added to your registration form] or other type of acceptance form you confirm that you have read and understood this Privacy Statement and you consent to the collection, use, disclosure and storage of your sensitive information in accordance with this Privacy Statement.

Prohibited Persons/Police Check: The Club may arrange for prohibited persons and/or police check to be undertaken on your behalf and will collect the results of such a check. The results from this check may be disclosed.

Access and Accuracy: Any individual or a minor's parent/guardian may request access to the personal information that the Club holds about them. Any individual or a minor's parent/guardian may ask the Club at any time to correct their personal information where you believe it is incorrect or out of date.

Challenging Compliance: There will be no fee for accessing your personal information. To access personal information that the Club holds about you, or to obtain more information about your rights or the Club's Privacy Policy, please contact the Club's Privacy Officer at:

[Club contact address]

Current Privacy Statement This Privacy Policy may be amended from time to time if there are changes in the law or to best privacy protection practices.

Website Privacy Statement: [take out if no website] The Club, through its website host, records visits to this website and logs the following information for statistical purposes: the user's server or proxy address, the date/time/length of the visit and the files requested. The information is used to analyze our server traffic. No attempt will be made to identify users or their browsing activities except where authorized by law. For example, in the event of an investigation, a law enforcement agency may exercise their legal authority to inspect the internet service provider's logs. If you send us an email message we will record your contact details and this information will only be used for the purpose for which you have provided it. We will not use your email for any other purpose and will not disclose it without your consent. When users choose to join a mailing list their details are added to that specific mailing list and used for the stated purpose of that list only. This is a cookie-free site. [link to third party host privacy policy]

You need to be aware of inherent risks associated with the transmission of information via the Internet. If you have concerns in this regard, the Club has other ways of obtaining and providing information. Normal mail, telephone and fax facilities are available.

The Club is not responsible for the privacy practices or the content of the linked web sites and the other pages hosted by the Club on behalf of non-the Club agencies and organizations.