

Kitchener-Waterloo Water Polo 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.

KW Water Polo 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 provincial 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 Ontario Water Polo staff has access. The Board of KW Water Polo 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. Ontario Water Polo also collect donor information for Water Polo-A-Thon tax receipt purposes.

Security & Safeguards

The database used for national registry is secure, and personal information is not accessible to the general public. KW Water Polo Club's registrar has access to the database only as it pertains to club members. Ontario Water Polo, as the parent organization, can access personal information on all its registered members including members of KW Water Polo Club. Water Polo 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 KW Water Polo Club is protected by the users, limited to the Head Coach, and club registrar, treasurer and president. 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 athlete safety. Meet managers are provided with the name and date of birth of athletes 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 athletes.

Athlete and parents name, phone number and addresses are shared with club members for the purpose of KW Water Polo Club events, fundraising and social organizing. Athlete names may be included in newsletter and activity notices.

Consent & Withdrawal Thereof

KW Water Polo Club and Ontario Water Polo require 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 KW Water Polo Club.**

Personal information is kept on file for the duration of a member's participation in KW Water Polo Club and Ontario Water Polo 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 KW Water Polo Club. After six (6) years, all outdated information will be purged entirely from the KW Water Polo Club and Ontario Water Polo Association database. Hard copy lists are kept by KW Water Polo Club and at the Ontario Water Polo office for a period of no more than two years, after which time they are destroyed.

Individual Access

KW Water Polo Club and Ontario Water Polo will be happy to provide registered individuals with personal data as it appears on the KW Water Polo Club and Ontario Water Polo Association database within 30 days of receipt of a written request.

Complaints

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

Date approved by KW Water Polo Club Board of Directors: September 1, 2004

Personal Information Protection & Electronic Documents Act

CONSENT FORM

KW Water Polo Club's policy with regard to the PIPEDA is attached. Please read it and sign the consent area of this form.

I, _____, give permission to KW Water Polo Club to enter required personal information on the KW Water Polo Club and Ontario Water Polo Association database for the purposes outlined in KW Water Polo Club policy, which I have read. I understand that I may withdraw consent at any time upon written notice to KW Water Polo Club Registrar and information will be purged from the database. **Withdrawal constitutes de-registration.** Ontario Water Polo will be informed immediately upon receipt of the written notice.

Consent is given for _____ myself
_____ under-aged child(ren) – member(s) of the above club.

NAME _____ Day Time telephone (_____) _____
(please PRINT)

e-mail 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 Ontario Water Polo. 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 Ontario Water Polo office.