



Privacy Policy

Policy Number: 4

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Privacy laws (PIPEDA) affecting individuals in the Province of Ontario became effective January 1st, 2004. This legislation sets out ground rules for how private sector organizations may collect, use or disclose personal information in the course of commercial activities.

The Burlington Youth Soccer Club (BYSC) is a non-profit corporation that was incorporated to serve as a community soccer club for the citizens of Burlington, Ontario and surrounding areas. Although non-profits, like the BYSC, are not regulated under PIPEDA, the BYSC takes privacy seriously and as such has adopted this policy as a best practice.

We provide many soccer related services including, but limited to, recreational and competitive teams/leagues, academy and development programs, administrative services, other sanctioned soccer activities, conduct discipline and appeal hearings, and enforce our own Bylaw and Rules & Regulations and the Published Rules and Policies & Procedures of the our governing bodies; Peel Halton Soccer Association (PHSA), Ontario Soccer Association (OSA) and the Canadian Soccer Association (CSA).

We respect your right to personal privacy. When we collect your personal information you can be confident that we will handle and store it in a safe secure manner to protect information from unauthorized access or disclosure.

This notice describes our **PRIVACY CODE** practices.

By registering as a Member and/or Player for the BYSC and by providing us with your personal information, or that of a guardian, you are accepting the practices described in this Privacy Code. These terms and conditions are subject to change so you should request an updated version from time to time.

Personal information is required for Members and/or Players (as the case may be) and is obtained on the appropriate OSA Registration Forms or Forms that we may require members/players to complete from time to time for various administrative purposes. This information is used by BYSC to register players, coaches, managers, and administrators, to issue player and coach registration books, to compile rosters, to format schedules, to transfer, release or de-register players or grant permission to play in leagues governed by the BYSC, PHSA or the OSA. Information is also provided to the PHSA and OSA for registration purposes and insurance coverage.

We do not share, give, rent, or sell client information to any organization or individual except to comply with laws, or regulations of a governmental or regulatory body; or to respond to a valid subpoena, warrant, or order; or to protect the rights of the BYSC or others. All personal

information collected by us will be maintained in a private, confidential and secure manner and will only be used for the purposes described herein.

Accountability

BYSC's Executive Director shall serve as **Privacy Officer** with Policies and Procedures in place for the management of personal information. Each Director, staff member and coaches annually signs a **Confidentiality Agreement** whereby they personally agree to maintain strict confidentiality of all BYSC business and information.

Why do we collect Personal Information?

We require personal information for the following purposes:

- 1) for OSA, PHSA and BYSC insurance purposes;
- 2) for registering players with the OSA as recreational or competitive players;
- 3) for registering administrators, coaches and managers with the OSA;
- 4) for registering teams with the OSA and OSA approved and sanctioned leagues;
- 5) for monitoring player registration to team rosters;
- 6) for monitoring the operation of indoor and outdoor leagues governed by the BYSC;
- 7) for communicating technical programs;
- 8) for recruiting, training and registering players to Club teams, conducting player development and competing on a Club, District or Regional basis;
- 9) for delivering referee training, development and certification courses for game officials, providing mentoring services, and conducting referee assessments,
- 10) for conducting disciplinary hearings, issuing fines, hearing appeals from Registrants concerning Members, and for responding to appeals or appealing decisions to the PHSA according to the OSA's Published Rules;
- 11) for ensuring compliance by Registrants whether they be, administrators, staff, coaches, managers, players, or supporters of the Published Rules of the BYSC, PHSA, the OSA, the CSA and FIFA in ascending priority;
- 12) for investigating complaints by OSA registrants re: BYSC Registrants;
- 13) for monitoring and communicating with indoor or outdoor sanctioned leagues operating within or outside the City in which BYSC Teams participate;
- 14) for registering, transferring, deregistering and releasing players between Club, district, provincial, extra-provincial and international teams and soccer organizations;
- 15) for administering player transfers from amateur to professional status or the reverse; and
- 16) for validating participation in Club meetings, committee meetings, special meetings and annual general meetings.

Burlington Youth Soccer Club

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Who has access to this personal information?

For these purposes, personal information may be made available to the following people:

- (a) BYSC administrators, staff and Directors, BYSC Coaches and their staff, and representatives who serve on Committees and other volunteers,
- (b) the BYSC or OSA's insurer and insurance broker and their staff and representatives,
- (c) league administrators and facility managers, both internal and external,
- (d) administrators, staff and representatives of BYSC, PHSA and OSA sanctioned leagues,
- (e) administrators, volunteers and representatives of competitions such as the Ontario Cup, the Ontario Indoor Cup and other tournaments in Ontario, Canada or Internationally; and
- (f) administrators, staff or representatives of other Clubs, district associations, the OSA, the CSA, Concacaf, FIFA, or any international soccer organization sanctioned by FIFA.

Personal Information is only disclosed to these individuals, to deliver services or programs and perform discipline, appeals or conduct governance duties as required by the published rules of the BYSC, PHSA, the OSA, CSA, Concacaf or FIFA in ascending order of priority.

BYSC requires disclosure of player names, addresses, proof of birth, and soccer history. Parents/Legal guardian information is requested if a player is under 18 years of age, or player information if over 18 years of age including; address, occupation, home phone, work phone, emergency phone number, and e-mail.

BYSC requires disclosure of names, addresses and contact information of all registered administrators, coaches, managers, membership staff and referees, as the case may be.

Record Keeping

Files are maintained on any information you have provided to us, employment applications, enquiries, complaints, compliments, insurance or other correspondence made by you and our response. Discipline files are maintained separately from other records and are treated as private and confidential information that is maintained securely.

The OSA requires all Membership, administrator, player, coach, manager, team staff, and volunteer registration files be maintained for seven years.

Individuals wishing more information about BYSC's Privacy Policy, access to their personal information, or wish to raise a concern about the use of their personal information please contact the Executive Director at the address, telephone number or web-site noted above.