

SWOT PRIVACY POLICY

POLICY:

SWOT has always been, and will continue to be, committed to maintaining the accuracy, confidentiality and security of your Personal Information. As part of this commitment, SWOT adheres to the 10 Principles established by the Canadian Standards Association's Model Code for the protection of Personal Information. These principles form part of the Personal Information Protection and Electronic Documents Act (the "Act"), which establishes rules governing the collection, use and disclosure of Personal Information by the private sector.

SWOT is responsible for personal information under our control. A Privacy Officer has been designated to oversee our compliance with the SWOT privacy procedures.

PROCEDURES:

Accountability

- Personal information to SWOT and AARSC affiliates is provided in accordance with our responsibilities to comply with their rules and regulations. A comparable level of protection exists within those organizations.

Identifying Purposes

Your information is collected for the following purposes;

- to provide SWOT members with soccer programming opportunities in accordance with our policies and procedures
- to perform administrative functions related to the provision of appropriate soccer programming opportunities
- to provide the volunteers with relevant player information to ensure that each is part of an effectively balanced team
- to conduct seasonal surveys about the quality of soccer programming
- to allow volunteers to contact you directly regarding your individual soccer related activities
- to comply with any of our governing affiliate's policies, procedures and direction related to soccer programming at various levels

Consent

- SWOT requires both knowledge and consent of its members for the collection, use or disclosure of personal information, except where otherwise required or permitted by our governing affiliates. This relates to fulfilling specific purposes as the consent to use or disclose information may be a condition for soccer administration as undertaken by our governing affiliates
- the form of consent we seek and the manner of obtaining the consent from our members may include, but not be limited to; registration forms, optional identification on program surveys, and other forms used in the administration of SWOT soccer programming
- personal information relating to the payment of fees, in any form of such payment, will be collected
- a SWOT member may withdraw consent at any time upon reasonable notice and prior to processing, thereby involving the return of registration/application form and applicable payment

- if a SWOT member wishes to withdraw consent or not be contacted with respect to surveys, and other notices may opt out of our use of his or her contact information may do so by contacting the Privacy Officer in writing SWOT Ladies Soccer, P.O. Box 87007 (915 Westney Road South), Ajax, Ontario, L1S 3K0
- if a member wishes to withdraw consent or not be contacted with respect to notices for the Ontario Soccer Association, simply check the circle on the registration acknowledgment section

Limited Collection

- SWOT limits the personal information collected about its members and volunteers to the applicable minimum necessary to meet the administrative and program needs in a fair and lawful manner such as *but not limited to*; name, contact information, birth certificate, player photo, date of birth, maiden name, and highest coaching/referee certificate granted

Limiting Use, Disclosure and Retention

- personal information is not disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by the policies and procedures of our governing affiliates
- personal information is retained only so long as necessary for the fulfilment of those purposes, subject to legal requirements or policies and procedures of our governing affiliates
- once personal information no longer needs to be retained, the information will be destroyed by shredding
- personal information will be kept in safe, locked storage, out of view unless currently in use, and electronically in password protected files, for administrative purposes. Information will only be used in the hands of the responsible staff or volunteer as charged with safekeeping according to these policies and procedures
- all SWOT records maintained by volunteers in the performance of their duties, will be returned to the SWOT for safekeeping or destruction, immediately upon resignation or revocation of their volunteer position

Accuracy

SWOT takes reasonable steps to ensure that the personal information used and disclosed is accurate, complete, and up-to-date as is necessary to fulfill the purposes for which it was intended.

Safeguards

SWOT protects the personal information of our members and volunteers with security safeguards appropriate to the sensitivity of the information. These safeguards are aimed at protecting personal information against loss or theft, as well as unauthorized access, disclosure, copying, use or modifications.

SWOT educates and trains its volunteers on the importance of protecting all member and volunteer information.

Openness

- the SWOT privacy statement is as follows:
Your privacy is important to us. Any personal information collected on SWOT forms is collected and intended to be used to enable the SWOT to deliver quality soccer programs for women in Ajax and surrounding areas. Your personal information will be

kept secure and will not be shared with anyone other than those individuals charged with administering SWOT programs and the AARSC club affiliates; Durham Region Soccer Association and the Ontario Soccer Association as required. If SWOT wishes to share any of your personal information with a third party for any reason, your prior consent will be sought. The SWOT adheres to the Personal Information Protection and Electronic Documents Act. If you require further information, please contact us directly at admin@swotsoccer.net

- this information is available on the web site <http://www.swotsoccer.net/> and is made available to members upon request

- the privacy policy is available on the SWOT web site <http://www.swotsoccer.net/> and available by contacting the Privacy Officer in writing at SWOT Ladies Soccer, P.O. Box 87007 (915 Westney Road South), Ajax, Ontario, L1S 3K0

Individual Access

Request for Access: Upon written request to the Privacy Officer SWOT Ladies Soccer, P.O. Box 87007 (915 Westney Road South), Ajax, Ontario, L1S 3K0, SWOT will provide you with information about the existence, use and disclosure of your personal information and access to the information.

Requests for Amendments: If a member or volunteer believes that the information contained in his/her file is inaccurate or incomplete, a written request for updates to the Privacy Officer should be provided.

Requests for an Accounting of Disclosures: Upon written request to the Privacy Officer, an account of the third parties to which his/her personal information has been disclosed will be provided.

Challenging Compliance and Privacy Complaints

It is important to us that our Privacy Policy addresses member's concerns and responds to member's needs. Members may contact the Privacy Officer regarding compliance with federal laws governing privacy SWOT Ladies Soccer, P.O. Box 87007 (915 Westney Road South), Ajax, Ontario, L1S 3K0.

If a member is not satisfied with the results of our investigation of his/her privacy complaint, he/she may contact the Office of the Privacy Commissioner of Canada, 112 Kent Street, Ottawa, Ontario, K1A 1H3.