

Policy Section: Information Management
Policy Subsection: Privacy
Policy Title: Privacy Policy

Policy Statement

Swimming/Natation Canada (SNC) protects and keeps confidential all personal information of its members, staff and volunteers.

The collection of personal information shall be limited to that which is necessary for the purposes identified by Swimming/Natation Canada below. Information shall be collected by fair and lawful means.

Except as set out in this policy, personal information is not disclosed to third parties without prior consent from the member or their parent/guardian. Signed consent forms are kept on file with clubs until such time as a member wishes to withdraw consent or leaves the organization.

SNC will provide members with their personal information including that as it appears on the SwimDirect database within 30 days of receipt of a written request and ID verification by the Registrar. Members shall be able to review the accuracy and completeness of information and have it amended as appropriate.

Members shall be able to address all concerns regarding compliance with the policy to the Registrar of SNC.

Purpose

SNC is governed by the Personal Information Protection and Electronic Documents Act in matters involving the collection, use and disclosure of personal information. The purpose of this policy is to govern the collection, use and disclosure of personal information in a manner that recognizes the rights of privacy for individuals with respect to their personal information and the needs of Swimming Canada in collecting, using or disclosing personal information.

This information is collected for the purposes of:

- a) ensuring our athletes train and compete in an age appropriate environment;
- b) establishing athlete eligibility for selection to swim teams;
- c) establishing pertinent medical records and baseline performance data to assist coaching decisions in a national team competitive or training setting;
- d) reporting non-identifying, demographic participation statistics to funders, sponsors and other authorized 3rd parties;
- e) publishing athletes' names, genders, ages, club affiliations on our web page or in results, news releases and ranking reports; and

- e) making direct contact with members, volunteers and staff as necessary for the operation of the organization.

Personal information is kept by SNC for the duration of a member's participation in national or provincial programs. At the end of each competitive season (August 31), the data is archived and only re-activated for those members who re-register through their PSO. All non-current, identifying information (six (6) years or older) is purged entirely from SNC databases. Non-identifying information is retained for demographic, statistical and performance analysis purposes. Hard copy lists are kept at the national office for a period of no more than two years, after which time they are destroyed.

Application

Swimming/Natation Canada requests the consent of its members to collect and use personal information primarily for registration and performance purposes. Personal registration information shall include name, address, date of birth, gender, club affiliation, SWAD classification (if applicable), aboriginal declaration (if applicable), address, e-mail addresses and telephone numbers. Personal performance information shall include medical history, allergies, injury history, current medications and anthropometric data. Personal registration and performance information is entered electronically into electronic databases that seek to maintain accuracy, security and restricted access. Hard copy lists are also kept in a restricted access location at the SNC offices.

The registration database, designed and currently maintained by Metasport Systems Inc. has been warranted as secure, and personal information is not accessible by any means to the general public. Each club's registrar has access to the database only as it pertains to its own club members. Each provincial section registrar has access to the database only as it pertains to its provincial registered members. SNC as the parent organization can access the collected personal information of all its registered members. SNC staff access is restricted to the SNC Registrar and information is made available to SNC staff members only pursuant to the purposes listed above.

The performance information database is designed and maintained by PacificSport Sport Science Performance department and has been warranted as secure. Personal information is not accessible by any means to the general public. Access is restricted to the SNC Technical Director, the Performance Enhancement Team, National Coaches and the swimmer's coach-of-record only for training and performance related purposes.

Provincial Swimming Associations or Provincial Sports Organizations in Canada (PSO) are subsidiaries of SNC for reporting purposes under this policy. Because PSOs have a more direct relationship with members, PSOs shall obtain the consent of members to collect, and disclose to SNC, personal information solely for the purposes identified above.

Withdrawal of consent for the use of personal information may be forwarded in writing to the PSO.

Responsibility

<i>Body</i>	<i>Action</i>
SNC Membership Services Coordinator (Registrar/Privacy Officer) – Anne Nicholls	Is the appointed designate for overseeing the data collection process and is ultimately accountable for compliance with this policy.
Swim Club Registrars PSO	Keep a signed consent form on file for each athlete. Each PSO shall provide SNC with a signed declaration that the information received has been disclosed with consent for the purposes of SNC.

Limitations

None identified.

References

None identified.

Review and Approval

Reviewed by SNC P&G Committee May 23, 2006.
Approved by SNC Board June 3, 2006.