



# SURREY FOOTBALL CLUB PIPEDA

## Personal Information Protection and Electronic Documents Policy (PIPEDA)

Surrey Football Club Board of Directors (hereafter referred to as "SFC") are committed to keeping the personal information of its membership accurate, confidential, secure and private. This privacy policy has been designed to inform players, coaches, coaching staff, referees and parents of our commitment and recognition to our obligation to meet the spirit and terms of the federal Personal Information Protection and Electronic Documents Act.

### POLICY:

This Privacy Policy describes the principles SFC will use to protect the privacy of personal information in its possession. It addresses the reasons why such information is collected, how it is used, how its confidentiality is protected and outlines the membership's rights in respect of this information.

This Privacy Policy incorporates and expands the 10 principles for the protection of personal information, as devised by the Canadian Standards Association (CSA). This Privacy policy does not apply to information regarding the achievements of individuals or teams within the confines of the game of soccer.

**REFERENCES:** Personal Information Protection and Electronic Documents Act

## PERSONAL INFORMATION PROTECTION PRINCIPLES

### 1. Accountability

The SFC is accountable for protecting all personal information within the organization's possession or control, including any personal information that has been transferred to a third party for processing purposes. SFC will require a comparable level of protection of this information from its third-party relations.

### 2. Identifying Purposes

Personal Information that SFC collects from its members includes:

- a. Name, age and sex of participate.
- b. Address, telephone number(s) and email address of participate(s), including parents.
- c. Medical information to be used in case of emergency care.
- d. Participates in past involvement within organized soccer, including levels of play, seminars, clinics and levels of achievement recognized.



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The SFC's sole purpose for collecting this information is to ensure the following criteria are met:

- a.** All participants are identified via proper registration forms that may or may not include photo I.D.
- b.** Participates can be assured other members of his or her team meet the age limits as predefined for the participates.
- c.** All participants in a position of instructor, referee, trainer, or other deemed necessary have been appropriately identified, qualifications provided and sanctioned by the SFC Board of Directors.

### **3. Consent**

SFC will obtain consent before or when it collects, uses or discloses personal information about an individual. An individual can provide consent to collect, use, and disclose personal information about them expressly or implicitly. SFC will collect, use or disclose personal information without an individual's consent only in limited circumstances as permitted by law. Subject to certain legal and contractual restrictions and reasonable notice, an individual can refuse or withdraw their consent to the collection, use or disclosure of personal information about them at any time. Additional reference can be found on the reverse side of the SFC's registration form, under Privacy.

### **4. Limiting Collection**

SFC limits the amount and type of personal information it collects to that which is necessary for the business of the Leagues of Play SFC participates in. Personal information will be collected using procedures that are fair, transparent and lawful.

### **5. Limiting Use, Disclosure and Retention**

SFC will only use the personal information for the purpose for which it was collected as identified in principle No. 2 unless the individual gives consent to use or disclose it for another purpose (i.e. newspaper articles). Under certain exceptional circumstances, SFC may have a legal duty or right to disclose personal information without the individual's knowledge or consent. Surrey Football Club does not disclose this information to public bodies or individuals except as authorized by law.

### **6. Accuracy**

In order to ensure accountability, all personal information will be kept accurate, complete and up to date. Individuals may challenge the accuracy and completeness of personal information about them and amend it as appropriate.





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## 7. Safeguards

In executing its responsibilities with respect to the confidentiality of personal Information, SFC will employ a number of safeguards, appropriate to the sensitivity of the information, to protect personal information against loss or theft, as well as unauthorized access, disclosure, copying, use, or modification. Such safeguards will include physical, organizational, and technological measures, such as locked filing cabinets, restricted access to files, limiting access on a "need to know" basis, and securing member-related information in a centrally-located, network secured storage medium, including any off-site backup copies.

## 8. Openness

SFC will make this policy relating to the protection of personal information available to all its members.

## 9. Individual Access

Any member of SFC can have access to the personal information about them that is in SFC's possession or control. Any member may request that their personal information be amended for purposes of accuracy and completeness. Members can make their requests directly to SFC by:

**Telephone: 604-356-2414, or in writing to:**

**Surrey Football Club  
7395 128th Street  
Surrey, BC V3W 4E4**

## 10. Challenging Compliance

Any member of the SFC may challenge its compliance with this Privacy Policy by contacting any member of the board directly. SFC will develop policies and procedures to receive, investigate and respond to individuals' complaints and questions. If the individual(s) are not satisfied with the way SFC has responded to a complaint, the customer can contact the Privacy Commissioner of Canada. ([www.privcom.gc.ca](http://www.privcom.gc.ca))

Response to an individual's request will be made in a timely and efficient manner.