



FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION

TITLE: PRIVACY PROTECTION

POLICY #: 4211

Created: June 21, 2017	Last updated: October 24, 2017	Approved: October 24, 2017
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the principles and guidelines that the Fort Saskatchewan Minor Sports Association (FSMSA) follows in protecting the personal information gathered from clients, paid employees, and volunteers in accordance with Alberta's Personal Information Protection Act (PIPA), as well as the policies that govern how individuals can access this information.

2.0 Scope

This policy applies to all paid employees and volunteers of the FSMSA who have access to personal information, as well as those of the Minor Sport programs under its umbrella, currently including baseball, fastball, gymnastics, hockey, judo, lacrosse, ringette, soccer and any other Minor Sports that may join the FSMSA.

3.0 Terms

Personal Information Protection Act (PIPA) – Provincial legislation that governs how companies and non-profit organizations in the private sector collect, use, and disclose personal information from their clients and employees.

Personal Information – Information that can be used to identify a specific individual. This can include an individual's name, personal email address, home address and phone number, age, sex, marital or family status, an identifying number, financial information, and educational history.

Account Holder – The individual who completes the registration of a participant in a specific Minor Sport and, as a result, creates that participant's account of personal information.

4.0 Policy

- 4.1 The FSMSA will make every reasonable effort to ensure that personal information is accurate and complete. Individuals must inform the FSMSA if they are aware of any error in their personal information, or if their information changes. The FSMSA will respond to any requests for a correction as soon as possible.
- 4.2 The FSMSA protects personal information in a manner appropriate for the sensitivity of the information. It will make every reasonable effort to prevent any loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to personal information. In the event of a child's personal information, only the account holder or those listed as guardians of the child on the account will be able to access it.



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- 4.3 Personal information is retained only for as long as is reasonable for the purpose for which it was collected. It is destroyed once it is no longer needed. The FSMSA follows appropriate security measures when destroying personal information, including shredding paper records and permanently deleting electronic records.
- 4.4 Every individual has a right to access their own information that is in the custody of the FSMSA with some exceptions as outlined in PIPA. For example, the FSMSA is required by PIPA to refuse to provide access to information that would reveal personal information about another individual.
- 4.5 If the FSMSA refuses a request for access in whole or in part, it will provide that individual with the reason why. In some cases where exceptions apply, the FSMSA will deny access to part of the information, but provide the rest.
- 4.6 Requests for access to personal information can be made in writing to the FSMSA Office Administrator. Requests must provide adequate information to identify the information being sought. The individual can also request to know how the FSMSA has been using or disclosing his or her personal information.
- 4.7 The FSMSA will respond to each request within 45 calendar days unless an extension is granted. Clients may be charged a reasonable fee to access their information, but not to change it. Paid employees and volunteers will not be charged a fee. The FSMSA will inform clients of all applicable fees before any requests are processed.