



FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION

TITLE: EMPLOYEE PRIVACY

POLICY #: 4214

Created: June 20, 2017	Last updated: July 12, 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 gathering, using, and disclosing personal information gathered from its paid employees and volunteers in accordance with Alberta's Personal Information Protection Act (PIPA).

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. This policy only applies to personal information that it collected from the FSMSA's paid employees and volunteers.

3.0 Terms

Personal Employee Information – Personal information about a paid employee or volunteer which is collected, used or disclosed solely for the purposes of establishing, managing or terminating an employment relationship or a volunteer work relationship. This can include such information as a criminal record check, a Social Insurance Number, or a performance review.

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.

4.0 Policy

- 4.1 The FSMSA can collect, use, or disclose personal employee information without consent only for the purposes of establishing, managing or ending the employment or volunteer relationship. The paid employee or volunteer will be provided with prior notice about what information is being collected, used, or disclosed as well as the purpose of doing so. This also applies to the management of a post-employment or post-volunteer relationship between the FSMSA and the individual.
- 4.2 The FSMSA will collect, use, or disclose personal employee information for the purposes described in PIPA. Such purposes include but are not limited to determining eligibility for employment or volunteer work, establishing training and development requirements, and administering pay and benefits.



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- 4.3 The FSMSA may only collect, use, or disclose the amount or type of personal employee information that is necessary to meet the purpose for which it is being collected.
- 4.4 Paid employees and volunteers will be informed of any new purpose for which the FSMSA will collect, use, or disclose their personal employee information.
- 4.5 The FSMSA will obtain consent from the paid employee or volunteer to collect, use and disclose his or her personal information for purposes unrelated to the employment or volunteer relationship.
- 4.6 In the event of providing references for former paid employees or volunteers, the FSMSA will not disclose personal employee information without consent. The FSMSA will generally only disclose the former employee or volunteer's position and date range of employment or volunteering, as well as general information on what that employee or volunteer did in that role.