



## Halifax Dunbrack Soccer Club

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### PIPEDA POLICY

#### POLICY STATEMENT

Halifax Dunbrack Soccer Club (HDSC) is committed to complying with the *Personal Information Protection and Electronic Documents Act* (PIPEDA) Policy and protecting the personal information of our members, players, and volunteers.

#### PURPOSE

The purpose of this policy is to outline the measures that HDSC will take to comply with the *Personal Information Protection and Electronic Documents Act* (PIPEDA). This policy is intended to ensure the protection of the personal information of our members, players, and volunteers.

This policy applies to all personal information collected, used, or disclosed by HDSC in the course of its operations.

#### PROCEDURE

##### Commitment

1. HDSC is committed to complying with PIPEDA and protecting the personal information of our members, players, and volunteers.
2. We will collect only the personal information necessary to fulfill the purposes identified by HDSC, and we will obtain consent for the collection, use, and disclosure of personal information.
3. We will use personal information only for the purposes for which it was collected, and we will not disclose personal information to third parties without the consent of the individual concerned, except where required by law.
4. We will take reasonable steps to ensure that personal information is accurate, complete, and up-to-date.
5. We will protect personal information with appropriate safeguards, including physical, technical, and administrative measures.
6. We will make information about our privacy policies and practices available to individuals upon request.
7. We will provide individuals with access to their personal information upon request, and we will allow individuals to challenge the accuracy and completeness of their personal information and have it amended as appropriate.
8. We will regularly review and update our privacy policies and practices to ensure ongoing compliance with PIPEDA.

##### Implementation

1. All members, players, and volunteers of HDSC will be notified of this policy and will be required to comply with its requirements.
2. Our *Club Operations Lead* will be responsible for implementing and enforcing this policy.



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3. All personal information collected by HDSC will be protected in accordance with this policy and PIPEDA.
4. Any breaches of this policy will be promptly reported to our *Club Operations Lead*, who will take appropriate action.

### **Conclusion**

HDSC is committed to protecting the personal information of our members, players, and volunteers in accordance with PIPEDA. This policy reflects our commitment to safeguarding personal information and complying with applicable privacy legislation. We will continue to review and update our policies and practices to ensure ongoing compliance with PIPEDA and the protection of personal information.