



PRIVACY POLICY

For not-for-profit organizations in Saskatchewan, the privacy of personal information is governed by the Personal Information Protection and Electronic Documents Act (PIPEDA). This policy is based on the standards required by PIPEDA as interpreted by SYSI.

1 Purpose

SYSI recognizes members' right to privacy with respect to their personal information. This policy describes the way that SYSI collects, uses, safeguards, discloses, and disposes of personal information.

SYSI Member Organizations, including zones and affiliated associations, must ensure that their privacy policies and regulations are consistent with this policy.

1.1 Application of this Policy

This policy applies to all SYSI representatives, member organizations, and participants in connection with personal information collected, used, or disclosed during SYSI activities.

Except as provided in PIPEDA, SYSI's Board of Directors will have the authority to interpret any provision of this policy that is contradictory, ambiguous, or unclear.

1.2 Obligations

SYSI representatives, staff, and members are obligated to follow and abide by PIPEDA in all matters involving the collection, use, and disclosure of personal information.

In addition to fulfilling the legal obligations required by PIPEDA, SYSI representatives and members will not:

- Disclose personal information to unauthorized parties without the express written consent of the individual.
- Use personal information for personal gain or benefit.
- Accept gifts or favors in exchange for personal information disclosure.
- Share personal information with external organizations, except as required for SYSI operations and compliance with regulatory bodies.

1.3 Accountability

The SYSI Executive Director (or designate) shall act as the Privacy Officer and is responsible for the implementation of this policy, monitoring information collection and data security, and ensuring that all staff receive appropriate training on privacy issues. The Privacy Officer also handles personal information access requests and complaints.

Duties of the Privacy Officer include:

- Implementing procedures to protect personal information.
- Establishing procedures to receive and respond to privacy complaints and inquiries.
- Recording all personnel with access to personal information.
- Ensuring any third-party providers comply with this policy.
- Training and communicating to staff about SYSI's privacy policies.



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1.4 Identifying Purposes

SYSI may collect personal information from members and prospective members for purposes including, but not limited to:

Communications:

- Sending newsletters and communications regarding SYSI programs, events, activities, and judicial matters.
- Publishing articles, media relations, and website postings.
- Award nominations and related media coverage.
- Internal communication among SYSI representatives and members.
- Discipline results and suspension lists.

Registration, Database Entry, and Monitoring:

- Registration for programs, events, and competitions.
- Database entry at affiliated organizations (e.g., Canada Soccer, Coaching Association of Canada, Respect in Sport).
- Determining eligibility, age group, and competition level.
- Tracking player, coach, and official development.
- Monitoring technical progress, referee training, and educational initiatives.

Sales, Promotions, and Merchandising:

- Purchasing equipment, coaching materials, and merchandise.
- Promoting and selling SYSI-branded merchandise.

General Operations:

- Managing travel arrangements and administration.
- Implementing SYSI's screening and risk management program.
- Managing medical emergency contacts and health-related issues.
- Conducting surveys to assess program needs and demographics.
- Handling insurance claims and investigations.
- Recording video and photography for promotional and internal purposes.
- Processing payroll, honorariums, and staff benefits.

SYSI representatives or members may collect personal information for other purposes with documented consent from the individual.



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1.5 Consent

By providing personal information to SYSI, individuals consent to its use for the purposes outlined in this policy. Consent is obtained through means such as:

- Completing and signing application forms.
- Selecting consent options (e.g., checkboxes, 'Yes' selections).
- Providing written or verbal consent.

A member may withdraw consent in writing at any time, subject to legal or contractual obligations. SYSI will inform the individual of any implications of withdrawing consent.

SYSI may disclose personal information without consent in circumstances permitted by law, including:

- To legal counsel representing SYSI.
- To collect a debt owed to SYSI.
- To comply with subpoenas, warrants, or lawful government requests.
- In emergencies affecting a member's life, health, or security.
- To governing organizations such as Canada Soccer, SSA, Sask Sport, NCCP, and affiliated leagues.
- If the information is publicly available under PIPEDA.

1.6 Accuracy, Retention, and Openness

SYSI ensures personal information is accurate, complete, and up to date for operational use.

Personal information will be retained as long as necessary for SYSI operations, legal compliance, and historical recordkeeping. SYSI representatives and members must maintain confidentiality and comply with SYSI's Confidentiality Policy.

Security safeguards appropriate to the sensitivity of the information will be in place to prevent unauthorized access, loss, or theft.

SYSI will make available to members:

- This privacy policy.
- The name and contact details of the Privacy Officer.
- Information on accessing personal data held by SYSI.
- Descriptions of personal information types collected and its general use.
- Identifications of any third-party access to personal data.

1.7 Access

Upon written request and verification of identity, members may access their personal information, including details on its use and disclosure.

Requests will be processed within 30 days unless reasonable grounds for an extension exist. Access may be denied if:

- Costs are prohibitive.
- Information references other individuals.
- Disclosure is restricted due to legal, security, or proprietary reasons.
- Information is subject to solicitor-client privilege.

If access is denied, SYSI will provide a written explanation referencing the applicable PIPEDA provisions.



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1.8 Compliance Challenges

Members may challenge SYSI's compliance with this policy. SYSI will:

- Acknowledge complaints in writing within seven (7) days.
- Assign the Privacy Officer or an independent investigator to review the complaint.
- Complete an investigation and respond in writing within thirty (30) days.
- Take corrective action if required.

SYSI will not retaliate against any member who challenges compliance with this policy, refuses to violate this policy, or takes steps to comply with privacy laws.