

Softball Nova Scotia Privacy Policy

1.1 Purpose – The purpose of this policy is to govern the collection, use and disclosure of personal information in the course of commercial activities and in a manner that recognizes the right of privacy of individuals with respect to their personal information and the need of Softball Nova Scotia to collect, use or disclose personal information.

1.2 Definitions – The following terms have these meanings in this Policy:

- a) Act – Personal Information Protection and Electronic Documents Act
- b) Organization – includes an association, a partnership, a person, a not-for-profit organization.
- c) Personal Information – any information about an identifiable individual, but does not include person name, title, business address or telephone number.
- e) Personal Health Information – any health information about an identifiable individual.
- f) Representatives- Directors, officers, employees, committees, members, volunteers, coaches, contractors and other decision makers within Softball Nova Scotia.

1.3 Application – This Policy applies to Representatives as listed above.

1.4 Obligations – Softball Nova Scotia will not:

- a) Disclose personal information to a third party any business or transaction unless such business, transaction or other interest is properly consented to in accordance with this policy.
- b) Knowingly place themselves in a position where they are under obligation to any person to disclose personal information.
- c) In the performance of their official duties, disclose personal information to family members, friends or colleagues, or to organizations in which their family members, friend or colleagues have an interest.
- d) Derive personal benefit from personal information that they have acquired during the course of fulfilling their official duties with Softball Nova Scotia; and
- e) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, the disclosure of personal information.

1.6 Ruling on Policy –the Board of Directors of Softball Nova Scotia will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

Article 2 Accountability

3.1 Collection – Softball Nova Scotia will only collect information reasonably necessary for the identified purposes and will identify in writing the purposes for which personal information is collected at or before the time of collection. The purposes will be stated in a manner that an individual can reasonably understand how the information will be used or disclosed.

3.3 Purpose – Personal information may be collected from prospective members, members, athletes, participants, coaches, officials, managers, and volunteers (“Individuals”) and used by Softball Nova Scotia

Representatives for purposes that include, but are not limited to, the following:

- a) Name, address, phone number, cell phone number, first language, fax number and e-mail address for the purpose of receiving information from Softball Nova Scotia.
- b) NCCP number, education, resumes and experience for database entry at the Coaching Association of Canada to determine level of certification and coaching qualifications.
- d) Date of birth to determine age group division for players and umpires.
- f) Banking information, social insurance number, criminal records check, resume, and beneficiaries for Softball Nova Scotia payroll, company insurance and health plan.
- g) Personal health information including provincial health card numbers, allergies, emergency contact and past medical history for use in the case of medical emergency.
- h) Personal health information for individuals with a disability in order to determine eligibility to compete and classification
- i) Athlete information including height, dietary supplements taken, uniform size, shoe size, feedback from coaches and trainers, performance results, biography information and Softball Nova Scotia registration number for talent identification, award selection, required registration forms, outfitting uniforms, media relations, publishing results and components of selection.
- j) Individuals providing their addresses or e-mail addresses to Softball Nova Scotia will receive advertisements from Softball Nova Scotia, a Softball Nova Scotia, a newsletter, an e-mail bulletin and donation request for the purpose of fundraising.

3.4 Purposes not Identified – Softball Nova Scotia will seek consent from individuals when personal information is used for a purpose not previously identified. This consent will be documented as to when and how it was received.

Article 4

4.1 Consent – Softball Nova Scotia will obtain consent from individuals at the time of collection prior to the use or disclosure of this information.

4.2 Lawful Means – Consent will not be obtained by deception.

4.3 Requirement – Softball Nova Scotia will not, as a condition of a product or service, require an individual to consent to the collection, use or disclosure of information beyond that required to fulfill the specified purpose.

4.4 Form – Consent may be written, oral or implied. In determining the form of consent to use, Softball Nova Scotia will take into account the sensitivity of the information, as well as the individual's reasonable expectations. Individuals may consent to the collection and specified use of personal information in the following ways:

- a) By completing and signing an application form.
- b) By checking a check off box;
- c) By providing written consent either physically or electronically.
- d) By consenting orally in person; or
- e) By consenting orally over the phone.

4.5 Legal Guardians – Consent will not be obtained from individual who are minors, seriously ill, or mentally incapacitated and therefore will be obtained from a parent, legal guardian or person having power of attorney.

4.6 Exceptions for Collection – Softball Nova Scotia is not required to obtain consent for the collection, of personal information if:

- a) it is clearly in the individual's interests and consent is not available in a timely way.
- b) knowledge and consent would compromise the availability or accuracy of the information and collection is required to investigate a breach of an agreement or contravention of a federal or provincial law;
- c) the information is for journalistic, artistic or literary purposes.
- d) the information is publicly available as specified in the Act.

4.7 Exceptions for Use – Softball Nova Scotia may use personal information without the individual's knowledge or consent only:

- a) if Softball Nova Scotia has reasonable grounds to believe the information could be useful when investigating a contravention of a federal, provincial or foreign law and the information is used for that investigation.
- b) for an emergency that threatens an individual's life, health or security.
- c) if it is publicly available as specified in the Act.
- d) if the use is clearly in the individual's interest and consent is not available in a timely way; or
- e) if knowledge and consent would compromise the availability or accuracy of the information and collection was needed to investigate a breach of an agreement or contravention of a federal or provincial law.

4.8 Exceptions for Disclosure – Softball Nova Scotia may disclose personal information without the individual's knowledge or consent only:

- a) to a lawyer representing Softball Nova Scotia.
- b) to collect a debt the individual owes to Softball Nova Scotia.
- c) to comply with a subpoena, a warrant or an order made by a court or other body with appropriate jurisdiction.
- d) to a government institution that has requested the information, identified its lawful authority, and indicated that disclosure is for the purpose of enforcing, carrying out an investigation, or gathering intelligence relating to any federal, provincial or foreign law; or that suspects that the information relates to national security or the conduct of international affairs; or is for the purpose of administering any federal or provincial law;
- e) in an emergency threatening an individual's life, health, or security (Softball Nova Scotia must inform the individual of the disclosure);
- f) to an archive.
- g) 30 years after the individual's years after the record was created.
- h) if it is publicly available as specified in the regulations; or
- i) if otherwise required by law.

Article 5

5.1 Limiting Collection – Softball Nova Scotia will not collect personal information indiscriminately.

Information collected will be for the purposes specified in Article 3.3.

5.2 Method of Collection - Information will be collected by fair and lawful means.

Article 6 Limiting Use, Disclosure and Retention

6.1 Limiting Use – Personal information will not be used or disclosed for purposes other than those for which it was collected as described in Article 3.3, except with the consent of the individual or as required by law.

6.2 Retention Periods – Personal information will be retained for certain periods of time in accordance with the following:

- a) Registration data and athlete information will be retained for a period of three years after an individual has left the program in the event that the individual chooses to return to the program;
- b) Parental/family information will be retained for a period of three years after an individual has left the program in the event that the individual chooses to return to the program.
- c) Personal Information collected about coaches will be retained for a period of three years after an individual has left Softball Nova Scotia in the event that the individual chooses to return to Softball Nova Scotia, and in order to communicate programs and conference dates.
- e) Qualifications and certifications of coaches will be retained for a period of twenty years after a coach has left Softball Nova Scotia in the event that the individual requires confirmation of qualification and certifications.

f) Employee information will be retained for a period of seven years in accordance with Canada Customs and Revenue Agency requirements.

g) Personal health information will be immediately destroyed in the event that the individual chooses to leave the program;

h) Personal health information of Paralympic athletes will be retained for a period of three years after an individual has left the program in the event that the individual chooses to return to the program;

i) Marketing information will be immediately destroyed upon compilation and analysis of collected information.

6.3 Destruction of Information - Documents will be destroyed by way of shredding and electronic files will be deleted in their entirety.

6.4 Exception – Personal information that is used to make a decision about an individual will be maintained for a minimum of one year of time to allow the individual access to the information after the decision has been made.

Accuracy

7.1 Accuracy – Personal information will be accurate, complete and up to date as is necessary for the purposes for which it is to be used to minimize the possibility that inappropriate information may be used to make a decision about the individual.

7.2 Update – Personal information will only be updated if it is necessary to fulfill the purposes for which the information was collected unless the personal information is used on an ongoing basis.

7.3 Third Parties – Personal information disclosed to a third party will be accurate and up to date.

Safeguards

8.1 Safeguards – Personal information will be protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification.

8.2 Sensitivity – The nature of the safeguards will be directly related to the level of sensitivity of the personal information collected. The more sensitive the information, the higher the level of security employed.

8.3 Methods of Protection – Methods of protection and safeguards include, but are not limited to, locked filing cabinets, restricted access to offices, security clearances, need-to-know access and technological measures including the use of passwords, encryption, and firewalls.

8.4 Coaches Information – Personal information of coaches will be secured in a locked filing cabinet and a password protected computer accessed only by the Executive Director and President of Softball Nova Scotia or Designated Staff.

8.6 Financial Information – Personal information of staff will be secured in a locked filing cabinet and on a password protected computer accessed only by the Executive Director and President of Softball Nova Scotia and Treasurer.

8.7 Membership Information- Membership information will be secured in a locked filing cabinet and on a password protected computer accessed only by Executive Director and President of Softball Nova Scotia, Designated Staff.

8.8 Athlete Information – Athlete information will be secured in a locked filing cabinet in Softball Nova Scotia s office and on a password protected computer, both of which will only be accessed by Executive Director and President of Softball Nova Scotia and designated staff.

8.9 Personal Health Information – Personal health information will be secured in a locked filing cabinet Softball Nova Scotia s office and on a password protected computer, both of which will only be accessed by Executive Director and President of Softball Nova Scotia and designated Softball Nova Scotia staff.

8.10 Marketing Information – Marketing information will be secured in a locked filing cabinet and on a password protected computer, both of which will only be accessed by Executive Director and President of Softball Nova Scotia and designated staff.

Article 9

9.1 Individual Access – Upon written request, and assistance from Softball Nova Scotia, an individual will be informed of the existence, use, and disclosure of his or her personal information and will be given access to that information.

9.2 Amendment – An individual will be able to challenge the accuracy and completeness only of their own personal information and have it amended as appropriate.

9.3 Denial – An individual may be denied access to his or her personal information and provided a written explanation as to why if:

- a) the information is prohibitively costly to provide.
- b) the information contains references to other individuals.
- c) the information cannot be disclosed for legal, security, or commercial proprietary reasons, and
- d) the information is subject to solicitor-client or litigation privilege.

9.4 Contents of Refusal – If Softball Nova Scotia determines that the disclosure of personal information should be refused, Softball Nova Scotia must inform an individual the following:

- a) that the individual may ask for a review within thirty (30) days of being notified of the refusal.

Denial – An individual will be denied access and disclosure to other individuals, team, transaction information

9.5 Inaccuracies – If personal information is inaccurate or incomplete, it will be amended as required.