



# CALGARY WOMEN'S SOCCER ASSOCIATION

GENERATIONS UNITING TOGETHER

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## PRIVACY POLICY

### CWSA Documents

The CWSA Board of Directors is committed to protecting the privacy of its members. No information will be released to any outside agency without the expressed written permission of the member about who the information is requested.

To obtain or view any file under the control of the CWSA, the person requesting the file or any information from any file, must submit a written request to the CWSA for such access. This written request will be scrutinized by the CWSA Executive Director. Once scrutinized by the Executive Director, the request will be forwarded to the Board of Directors with recommendations to release the file or information from a file to the person requesting such information.

The request must include all reasons for the need of such information to be released and a signed information release form from all those who may be named in the requested file or information from a file. All files are to be safeguarded against intrusion by unauthorized persons to the best of the ability of the CWSA Board of Directors and any personnel employed by the CWSA Board of Directors.

Team Officials may request at any time to review their own Club and/or Team files without written request. The CWSA Board of Directors may have access to any file if it is required for them to carry out the duties of their office. In any other case, the Directors in question must follow the procedures outlined in the paragraphs above. At no time will any CWSA member of the Board of Directors or member at large be allowed to view files or read any part of a file without authorization for personal use.