

ELGIN MIDDLESEX SOCCER ASSOCIATION

PRIVACY POLICY

PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENTS ACT (PIPEDA or THE PRIVACY CODE)

The Elgin Middlesex Soccer Association (EMSA) is a non-profit corporation that was incorporated to serve as a District Association and governing body under the Ontario Soccer Association to serve the counties of Bruce, Huron, Oxford, Norfolk, Elgin and Middlesex in soccer related matters. EMSA performs administrative service, monitors sanctions soccer activities, conducts discipline and appeal hearing and enforces our Rules and Regulations and the Policies and Procedures of the Ontario Soccer Association and the Canadian Soccer Association within the district.

PIPEDA became effective January 1st, 2004 and was recently amended on June 23, 2015. The legislation sets our rules for how private sector organizations may collect, use or disclose personal information in the course of commercial activities.

EMSA respects each individual's right to personal privacy. Information collected will be stored in a safe and secure manner and protected from unauthorized access or disclosure.

Personal information is required for Members, their directors, staff, players, coaches, managers, and referees (as the case may be) and is obtained on the appropriate OSA Registration Forms or Forms that we may require members to complete from time to time for various administrative purposes. This information is used by EMSA to register players, coaches, managers, and administrators, to issue player and coach registration books, to approve travel permits, to grant permission to host exhibition games, tournaments, to transfer, release or de-register players or grant permission to play in leagues governed by the EMSA or the OSA. Information is also provided to the OSA for registration purposes and insurance coverage. We do not share, give, rent, or sell client information to any organization or individual except to comply with laws, or regulations of a governmental or regulatory body; or to respond to a valid subpoena, warrant, or order; or to protect the rights of the EMSA or others. All personal information collected by us will be maintained in a private, confidential and secure manner and will only be used for the purposes described herein.

The EMSA board members, directors and staff sign a Confidentiality Agreement whereby they personally agree to maintain strict confidence of all EMSA business and information.

Why do we collect Personal Information?

We require personal information for the following purposes:

- 1) for OSA and EMSA insurance purposes;
- 2) for registering players with the OSA as recreational or competitive players;
- 3) for registering administrators, coaches and managers with the OSA;
- 4) for registering teams with the OSA and OSA approved and sanctioned leagues;
- 5) for monitoring player registration to team rosters;
- 6) for monitoring the operation of indoor and outdoor leagues governed by the EMSA;
- 7) for communicating District programs;
- 8) for recruiting, training and registering players to District/ Regional teams, conducting player development and competing on a District or Regional basis;
- 9) for delivering referee training, development and certification courses for game officials, providing mentoring services, and conducting referee assessments,
- 10) for conducting disciplinary hearings, issuing fines, hearing appeals from registrants concerning Members or Associate Members, and for responding to appeals or appealing decisions to the OSA according to the OSA's Published Rules;
- 11) for ensuring compliance by Clubs, administrators, staff, coaches, managers, players, and supporters of the Published Rules of the EMSA, the OSA, the CSA and FIFA in ascending priority;
- 12) for investigating complaints by OSA registrants re: Members or Associate Members;
- 13) for participating in any mediation or arbitration proceedings as required by the OSA;
- 14) for performing audits & ensuring compliance with the OSA Volunteer Screening Policy;
- 15) for monitoring and communicating with indoor or outdoor sanctioned leagues operating within or outside the District in which District Clubs and teams participate;
- 16) for communicating with other district associations concerning clubs, teams, coaches, managers, or players registered within the District concerning exhibition games, tournaments, travel permits, and any OSA sanctioned league play.
- 17) for registering, transferring, deregistering and releasing players between district, provincial, extra-provincial and international teams and soccer organizations;
- 18) for administering player transfers from amateur to professional status or the reverse; and
- 19) for recording Members, Associate Members, validating participation in District meetings, committee meetings, special meetings and annual general meetings.

Who has access to this personal information?

For these purposes, personal information may be made available to the following people:

- (a) EMSA administrators, staff and Directors, District Coaches, Regional Coaches and their staff, and Member representatives, who serve on District Committees and other volunteers,
- (b) the OSA's insurer and insurance broker and their staff and representatives,
- (c) league administrators and facility managers, both internal and external,
- (d) administrators, staff and representatives of EMSA and OSA sanctioned leagues,

- (e) administrators, volunteers and representatives of competitions such as the Ontario Cup, the Ontario Indoor Cup and other tournaments in Ontario, Canada or Internationally; and
- (f) administrators, staff or representatives of other district associations, the OSA, the CSA, CONCACAF, FIFA, or any international soccer organization sanctioned by FIFA.

Personal Information is only disclosed to these individuals, to deliver services or programs and perform discipline, appeals or conduct governance duties as required by the published rules of the EMSA, the OSA, CSA, CONCACAF or FIFA in ascending order of priority. EMSA requires disclosure of player names, addresses, proof of birth, and soccer history. Parents/Legal guardian information is requested if a player is under 18 years of age, or player information if over 18 years of age including; address, occupation, home phone, work phone, emergency phone number, and e-mail.

EMSA requires disclosure of names, addresses and contact information of all registered administrators, coaches, managers, membership staff and referees, as the case may be.

Record Keeping

Files are maintained on any information you have provided to us, employment applications, enquiries, complaints, compliments, insurance or other correspondence made by you and our response. Discipline files are maintained separately from other records and are treated as private and confidential information that is maintained securely.

The OSA requires all Membership, administrator, player, coach, manager, team staff, and volunteer registration files be maintained for seven years. Individuals wishing more information about EMSA's Privacy Policy, access to their personal information, or wish to raise a concern about the use of their personal information please contact the Secretary at the address, telephone number or website noted above.

For more information about your personal privacy rights contact the Privacy Commissioner of Canada at www.privcom.gc.ca or 1-800-282-1376.