

Swim Saskatchewan Inc.

BOARD OF DIRECTORS POLICIES

Type: Governance
Name: Privacy Policy
Authority: Board of Directors

Policy Number: G-11
Date Approved: June 2004
Date Revised: Oct 2005, Nov 2009,
May 2010, May 2012, Nov 2012,
Jan 2021

Reference: The Personal Information Protection and Electronic Documents Act (PIPEDA) and Swimming Canada Privacy Policy.

Swim Saskatchewan recognized members right to privacy with respect to their Personal Information. This policy describes the way that Swim Sask collects, uses, safeguards and discloses of Personal Information.

The Board of Swim Sask annually shall appoint a Chief Privacy Officer. The Chief Privacy Officer will be the Executive Director, unless otherwise appointed by the Board of Directors. The appointment of the Chief Privacy Officer shall be effective April 1 of each calendar year and shall terminate March 31 in the subsequent year.

The Chief Privacy Officer shall be responsible to manage the collection, use and disclosure of personal information about members, according to the following guidelines:

1. Collection: Swim Saskatchewan shall collect personal information about members (clubs or individuals) only as is required for the administration of any programs, benefits or services for which Swim Sask is responsible either directly or on behalf of Swimming Canada or Sask Sport. In collaboration with the Saskatchewan Swim Coaches Association, Swim Sask shall collect personal information about swim coaches who are registered with Swim Sask and Swimming Canada.

Personal information that may be collected includes:

- name, gender, birthdate, address(es), telephone number(s), email addresses(s), and club affiliation of individual members (swimmers, coaches and officials).
- Swimming Canada club codes, club contact information (postal, electronic and telephone)
- Swimming Canada registration numbers of swimming members
- records of payment of membership and other dues as set out in these Policies
- swim meet results, by individual swimmers and by team scores
- names and contact information for members of the Board of Directors of Swim Sask, members of Program committees of Swim Sask and members of swim club Boards.

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2. Use: Swim Saskatchewan shall use personal information about members only as is required for the orderly, efficient and fair administration of any programs, benefits or services for which Swim Sask is responsible either directly or on behalf of Swimming Canada or Sask Sport.

Acceptable uses include:

- confirmation of athlete registration and eligibility to compete
 - confirmation of insurance coverage for athletes, volunteers, Board and Committee members
 - confirmation of registration and NCCP (or equivalent) certification of coaches
 - determination of athlete eligibility for awards
 - maintenance of Provincial Records (by age, gender, and event as determined in program policy)
 - determination of athlete eligibility for funding assistance in any program area
 - determination of athlete eligibility for selection to the High Performance team, including but not limited to the High Performance Team as defined in High Performance Policies, or to any other team designated to compete on behalf of Swim Sask (e.g.: Canada Games, North American Indigenous Games, Sask Games).
 - maintenance of lists of qualified officials in compliance with the requirements of Swimming Canada.
 - any other purpose governed by the Policies of Swim Sask
3. Disclosure: Except as provided hereunder, Swim Sask may not disclose any nominal personal information that it has collected or received, without the written consent of the individual or club to whom the information relates. Swim Sask expressly forbids the sale or disclosure of any information about its members to any commercial entity for purposes of sales, advertising, or any other commercial enterprise. In the application of this policy, nominal personal information is any information that could identify the specific individual or group to whom the information relates.

Swim Sask shall:

- disclose any information in its possession about a member to that member upon the member's request
- disclose nominal registration information of individual athletes to the electronic data manager for national registration as designated by Swimming Canada. This function may be delegated to the Registrar (or similar designation) of the club with which athletes are registered.
- disclose nominal registration information of individual athletes to the appropriate designated volunteer/official (Referee, Meet Manager, Entries Chairperson, Results Chairperson) for purposes directly related to participation in sanctioned swim competitions (e.g.: verification of entries)
- disclose nominal and contact information about registered coaches to the President or designated responsible Board member of any registered club, for the purposes of confirming coaches' registration, or to the appropriate designated official (Meet Manager or Referee) for purposes related to the presence of the coach or coaches on deck at sanctioned swim competitions

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- disclose nominal information regarding coaching certification to the Canadian Swim Coaches (CSCA) and/or the National Coaching Certification Program (NCCP) or any other body that is designated to have responsibility for coaching certification.
- disclose nominal information regarding athlete participation and performance to Swimming Canada or Sask Sport for purposes relating to athlete eligibility for awards, funding support, team selection or other programs administered by the national or provincial bodies
- disclose nominal and contact information about qualified swim officials to the appropriate volunteer/official (Referee, Meet Manager, Officials Chairperson) for the purpose of staffing sanctioned swim competitions, and to Swimming Canada.
- disclose information to its insurer for the purposes of registering clubs or individuals for insurance coverage, or for any purpose connected with the settlement of an insurance claim
- disclose any information that is required by law, or for which a search warrant or Subpoena ducum tenens has been executed.

Swim Sask may:

- publish on its website and in printed materials (internal or public) the tabulation of Provincial Records, including the name of the record holder. (Note that all provincial records are defined by age and gender and are dated as at the time the record was achieved.)
- publish on its website and in printed materials intended for internal or public circulation the achievements of individual athletes, by name, gender and age categories, and club of affiliation. Pictures of athletes may be included if they are non-identified and/or of groups, if they have been published previously in public documents or electronic media (TV, print media) or if the individual has consented to nominal publication of the picture. Verbal consent to such publication shall be sufficient.
- publish on its website and in printed materials intended for internal or public circulation the names and contact information for members of the Board of Swim Sask, members of its Program Committees and members of the Boards of swim clubs registered with Swim Sask.
- publish electronically or in printed materials intended for internal circulation to its members only, the names and contact information of coaches and lists of qualified officials

4. In addition to the foregoing, Swim Sask may collect, use and disclose non-nominal, aggregate data for purposes such as:
- compliance with reporting to Swimming Canada or Sask Sport
 - administrative tracking of programs and services
 - applications for funding for new or existing programs
 - support for submissions to external authorities, such as local, municipal or provincial governments, post-secondary institutions, etc.
 - publicity of the programs and services of Swim Sask

The Chief Privacy Officer shall ensure that all information in the possession of Swim Sask, whether maintained in electronic or printed format, is held securely and protected from unauthorized access. The Chief Privacy Officer shall log all requests for access to any information, and the disposition of the request. (A copy of written or electronic requests, annotated as to disposition and dated, shall be sufficient.) The Chief Privacy Officer shall receive any requests by members to amend or modify personal information held by Swim Sask and shall make such changes as are required.

Complaints regarding the collection, use or disclosure of personal information by Swim Sask shall first be directed to the Chief Privacy Officer. Any person aggrieved of a decision of the Chief Privacy Officer shall contact the Office of the Saskatchewan Information and Privacy Commissioner, #100, 1230 Blackfoot Drive, REGINA, SK. S4S 7G4. Phone (306) 787-8350, Fax (306) 798-1603.