

## **PGHA Privacy Policy**

### **1. Purpose**

The PGHA has developed this Privacy Policy for implementation beginning September 1, 2005. This policy describes the way in which the PGHA collects, uses, retains, safeguards, discloses and disposes of the personal information of prospective members, members and others including players, parents, related individuals, trainers, coaches, referees, managers, volunteers and employees.

The purpose of this policy document is to set out mechanisms that are intended to ensure compliance with the provisions of the Personal Information Protection and Electronic Documents Act (PIPEDA).

### **2. Accountability**

The PGHA shall designate the President and Registrar as the Privacy Officers for the PGHA and they are jointly accountable to the Executive Committee for compliance with this Policy. The Privacy Officers will be responsible for the PGHA compliance with PIPEDA privacy principles and for responding to access requests in accordance with this policy.

### **3. Identifying Purposes**

The PGHA shall only collect information necessary to conduct hockey programming. Access to our Privacy Policy and procedures will be readily available. Similarly, the process by which challenges may be made to the PGHA's compliance and/or adherence to the legislation in question shall be readily available.

The PGHA recognizes that hockey by its nature is a contact sport and injuries are to a certain extent, inherent in the game. Medical records, medical history and medical forms of the individual may be of assistance in an emergency situation and as such may be requested. While participants are under no obligation whatsoever to supply this information and may refuse to do so without penalty, the PGHA will consider receipt of this information from the player or member or any lawful representative of a player or member or from a hospital or doctor or dentist detailing personal information as consent for its subsequent use in an emergency medical situation.

### **4. Consent**

Information obtained from players, parents of players or members at registration implies consent is given for use of that information only for the purposes identified below.

The PGHA will request individual permission for the use of any data collected which is extraneous to that which has been identified below, unless said usage is authorized by law.

<b>Type of Personal Information</b>	<b>Purpose of Collecting</b>
A participant's name, gender, place of residence and date of birth.	To determine that the participant's geographical, division and level of play information are consistent with OWHA and Hockey Canada regulations.
Historical information concerning past teams played for.	To determine if any Hockey Canada transfer regulations apply. To determine if a release or permission to skate is required.
A participant's skill and development level and feedback on programs, honours and awards received.	To measure the success of our programs and maintain governance.
A participant's parents (if applicable); name, address, telephone number(s), email addresses and fax.	To facilitate emergency contact information and to ensure compliance with regulations.
Email address, residence, phone and fax.	To facilitate membership communication.
Skill levels, ability, emergency contacts and medical information and/or health concerns.	To support the objective of providing activities in a safe and secure environment.
Resumes and applications.	To identify future candidates for employment (i.e. coaches trainers, managers etc).

## **5. Limiting Collection**

The collection of personal information shall be limited to that which is necessary for the purposes identified by the organization. Information shall be collected by fair and lawful means.

## **6. Limiting Use, Disclosure and Retention**

Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information shall be retained only as long as necessary for the fulfillment of those purposes.

## **7. Accuracy**

Personal information shall be as accurate, complete and up-to-date as is necessary for the purposes for which it is to be used.

## **8. Safeguards**

Computerized records and data base access shall be limited to the privacy officers of the organization. Documents shall be kept in a locked filing cabinet.

## **9. Destruction of Records**

Records and information shall be retained as required by applicable legislation and then destroyed. Credit card information shall not be retained beyond the period required to complete the transaction.

## **10. Openness**

The PGHA shall make readily available to individuals specific information about its policies and practices relating to the management of personal information.

## **11. Individual Access**

Upon request, an individual shall be informed of the existence, use and disclosure of his/her personal information and shall be given access to that information. An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

## **12. Challenging Compliance**

An individual shall be able to address a challenge concerning compliance with the above principles to the Privacy officers. The PGHA shall investigate all complaints made to it. The PGHA shall take the appropriate steps to ensure that compliance is achieved and will make any necessary changes to its policies to allow for compliance in the future.