



PRIVACY POLICY

Purpose: To comply with PIPEDA (Personal Information Protection & Electronic Documents Act). The Act regulates the collection, use and disclosure of personal information.

The Cambridge Speed Skating Club requests its members to allow personal information such as name, address, date of birth, medical information, e-mail addresses, telephone numbers, etc. on their families to be entered electronically on the SSC database. Electronic and hard copy lists may be on file in the Club office, SSC office and OSSA office. They are to be kept in a secure location to which no one other than the Club, OSSA and SSC staff has access. The Board of the Cambridge Speed Skating Club is the appointed designate for overseeing the data collection.

Purpose of Information Collection

This information is necessary to allow athletes to train and compete in an age appropriate environment, and to have personal and emergency medical information on hand when direct contact is necessary. The latter also applies to volunteers and club officials. The Cambridge Speed Skating Club also collects baseline concussion testing information as per the Baseline Testing and Sport Concussion Assessment Policy.

Security and Safeguards.

The database used is secure, and personal information is not accessible to the general public. The CSSC registrar and president have access to the database only as it pertains to club members. SSC and OSSA can access personal information on all its registered members. This information is used to determine insurance requirements, total age category registration numbers, rankings, eligibility for competitions as well as meet results.

Access to the database of CSSC is limited to the Board of the CSSC, executives and club officials. Access and the sharing of information is limited to the uses listed below.

Limited Use of Information

Personal information is shared with CSSC club officials as needed for skater safety and athlete development. Meet managers, Chief Recorders and Chief Referees are provided with the name and date of birth of skaters entering competitions. Names, ages and event results are published electronically as well as in hard copy format after the conclusion of competitions.

Other personal information is not made available at any time without prior contact with the skater or parent/guardian of under-aged skaters.

Skater and parents names, addresses, phone numbers and e-mail addresses are shared with club members for the purpose of the CSSC for event, fundraising and social organizing. Skater names may be included in press releases, newsletters, website and activity notices. Baseline concussion testing results may be shared with a club official, or physician/clinician evaluating your child after the injury. Your child's concussion test data may also be made available to CSSC and individuals authorized by CSSC in order to maintain and administer the concussion assessment program.

Consent & Withdrawal Thereof

The CSSC requires consent from each member to continue with this practice. The club Registrar keeps this signed policy on file for each registered member until such time at which a member wishes to withdraw consent or leaves the organization. Withdrawal of consent for the use of personal information must be received in writing by the Registrar of CSSC.

Individual Access

The CSSC will be happy to provide registered individuals with their personal data file as it appears in the CSSC records.

Complaints

Complaints regarding this policy are to be directed to any member of the Board of Directors of the Cambridge Speed Skating Club who will attempt to remedy each situation as it arises expeditiously and in strict confidence.

Name of Athlete: _____

Signature of Athlete: _____ Date: _____

Signature of Parent/Guardian (if skater is under 18) _____