



PRIVACY POLICY

NOTE: In this policy “member” refers to all categories of members in Swimming New Brunswick/Natation Nouveau-Brunswick (SNB), as well as to all individuals engaged in activities with or employed by SNB, including, but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, team captains, medical and paramedical personnel, administrators and employees (including contract personnel).

Reference: The Personal Information Protection and Electronic Documents Act (PIPEDA) and SNC Policy on PIPEDA.

PREAMBLE

1. Any member shall be entitled to know what information is/has been/will be collected about that member, and what use or disclosure is/has been/will be made of that information. The member has the right to request restriction on the collection, use or disclosure of personal information, and must be informed if any such restriction will affect that member's eligibility for programs, services or benefits of Swimming New Brunswick. A member shall have the right to amend information that has been collected by Swimming New Brunswick.
2. The Board of Swimming New Brunswick annually shall appoint a Chief Privacy Officer. The Chief Privacy Officer will be the Executive Director, unless otherwise appointed by the Board of Directors.
3. The Chief Privacy Officer shall be responsible to manage the collection, use and disclosure of personal information about members, according to the following guidelines:

COLLECTION

4. Collection: Swimming New Brunswick shall collect personal information about members (clubs or individuals) only as is required for the administration of any programs, benefits or services for which Swimming New Brunswick is responsible either directly or on behalf of Swimming/ Natation Canada (SNC). In collaboration with the Canadian Swim Coaches and Teacher Association (CSCTA), Swimming New Brunswick shall collect personal information about swim coaches and teachers who are registered with the Swimming New Brunswick.
5. Personal information that may be collected includes:
 - a) name, gender, birthdate, address(es), telephone number(s) and club affiliation of individual members (swimmers)
 - b) SNC club codes, club contact information (postal, electronic and telephone)
 - c) SNC registration numbers of swimming members
 - d) names, contact information and club affiliations of swim coaches
 - e) records of payment of membership and other dues as set out in these Policies
 - f) swim meet results, by individual swimmers and by team scores

- g) names and contact information for members of the Board of Directors of Swimming New Brunswick, members of Program committees of Swimming New Brunswick , members of club Boards, coaches, qualified swim officials

USE

- 6. Use: Swimming New Brunswick 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 Swimming New Brunswick is responsible either directly or on behalf of SNC.
- 7. Acceptable uses include:
 - a) confirmation of athlete registration and eligibility to compete
 - b) confirmation of insurance coverage for athletes, volunteers, Board and Committee members
 - c) confirmation of registration and NCCP (or equivalent) certification of coaches
 - d) determination of athlete eligibility for awards
 - e) maintenance of Provincial Records (by age, gender, and event as determined in program policy)
 - f) determination of athlete eligibility for funding assistance in any program area
 - g) determination of athlete eligibility for selection to any team designated to compete on behalf of Swimming New Brunswick (eg: Canada Games)
 - h) maintenance of lists of qualified officials in compliance with the requirements of the Provincial Officials Directors Council of SNC
 - i) any other purpose governed by the Policies of Swimming New Brunswick

DISCLOSURE

- 8. Disclosure: Except as provided hereunder, Swimming New Brunswick 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. Swimming New Brunswick 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.
- 9. Swimming New Brunswick shall:
 - a. disclose any information in its possession about a member to that member upon the member's request
 - b. disclose nominal registration information of individual athletes to the electronic data manager for national registration as designated by SNC. This function may be delegated to the Registrar (or similar designation) of the club with which athletes are registered.
 - c. 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 (eg: verification of entries)
 - d. 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

- e. disclose nominal information regarding coaching certification to the Canadian Swim Coaches and Teachers Association (CSCTA) and/or the National Coaching Certification Program (NCCP) or any other body that is designated to have responsibility for coaching certification
- f. disclose nominal information regarding athlete participation and performance to SNC for purposes relating to athlete eligibility for awards, funding support, team selection or other programs administered by the national or provincial bodies
- g. 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 the Provincial Officials Directors Council of SNC
- h. 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
- i. disclose any information that is required by law, or for which a search warrant or Subpoena ducum tenens has been executed

10. Swimming New Brunswick may:

- a) 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.)
- b) 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.
- c) 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 Swimming New Brunswick, members of its Program Committees and members of the Boards of swim clubs registered with Swimming New Brunswick
- d) 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

11. In addition to the foregoing, Swimming New Brunswick may collect, use and disclose non-nominal, aggregate data for purposes such as:
 - a) compliance with reporting to SNC
 - b) administrative tracking of programs and services
 - c) applications for funding for new or existing programs
 - d) support for submissions to external authorities, such as local, municipal or provincial governments, post-secondary institutions, etc.
 - e) publicity of the programs and services of Swimming New Brunswick

12. The Chief Privacy Officer shall ensure that all information in the possession of Swimming New Brunswick, 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 Swimming New Brunswick, and shall make such changes as are required.

13. Complaints regarding the collection, use or disclosure of personal information by Swimming New Brunswick 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 New Brunswick Privacy Commissioner Regency Park, 65 Regent St Suite 230 Fredericton NB Ph (506) 453 5965

14. Swimmers and coaches involved in Masters and Age group & Varsity Clubs must complete a Personal Information Protection & Electronic Documents Act (PIPEDA) Consent form annually. The PIPEDA Consent form is to be distributed and collected by the club at registration. The form is to be retained on file by the club until such time as consent is withdrawn or the person/family ceases to be a member of Swimming New Brunswick.

15. Clubs must notify Swimming New Brunswick in writing if a member does not consent to the collection and use of personal information as described by the SNC and SNB policies.

A copy of the PIPEDA Consent form is attached hereto.

Personal Information Protection & Electronic Documents Act (PIPEDA) CONSENT FORM
To be completed by ALL Swimmers and Coaches involved in Masters Varsity and Age group clubs

Personal Information Protection & Electronic Documents Act

CONSENT FORM

Please read carefully, complete and sign the consent section below. Please also refer to Swimming New Brunswick Privacy Policy. (The policy can be found on the website at under the heading *About Us*).

Club Name _____

Swimmer/Coach Name _____

Please Read Carefully; complete and sign this form.

A Parent or Legal Guardian must sign for those swimmers under the age of 18.

The Federal Personal Information Protection & Electronic Documents Act (and equivalent provincial legislation) requires that consent be obtained prior to the collection and use of all personal information.

The personal information you provide to the Club from this registration will be used for the purposes reasonably associated with the swimming activities conducted by the Club and for purposes outlined in the Swimming New Brunswick Privacy policy. These purposes include national, provincial and event registration, insurance coverage, training and competition participation and competition result publication. Some of the information you provide will be passed on to Swimming/Natation Canada (SNC) and Swimming New Brunswick , for purposes including association registration, insurance coverage and:

- a) Ensuring swimmers train and compete in an age appropriate environment;
- b) Establishing athlete eligibility for selection to swim teams;
- c) Establishing pertinent medical records
- d) Reporting non-identifying, demographic and participation statistics to funders, sponsors and other authorized third parties;
- e) Publishing athletes' names, genders, ages, club affiliations on our web pages or in results, news releases and ranking reports;
- f) Making direct contact with swimmers as necessary for the operation of the Club, [Provincial Section](#) and SNC.

Additional personal information may be collected from time to time. Consent for the use of this personal information may be inferred where its uses are obvious and it has been voluntarily provided. When not obvious, the purposes for collection will be provided prior to, or at the time of collection; either orally or in writing. Please refer to the Swimming New Brunswick Privacy policy.

Complete texts of the Privacy/Personal Information Policies (variously the "Policy" or "Policies") may be found for SNC at:

www.swimming.ca and for the Swimming New Brunswick Privacy Policy at swimnb.ca

Should a swimmer wish to review their personal information held by the Club, Swimming New Brunswick, or SNC they must make a request to the appropriate organization pursuant to that organization's Policy. Further, swimmers may withdraw consent to use their personal information pursuant to the Policies. Such a withdrawal however, may require the cancellation of your registration with and suspension of your activities with the Club, Swimming New Brunswick and SNC.

All Swimmers (or their legal guardian) and Club coaches must sign a copy of this form each season.

I hereby consent to the collection and use of personal information as described above and in the Swimming New Brunswick Privacy Policy

Date :

Swimmer or Coach Name (Please Print): _____

Club Name (Please Print) : _____

NOTE TO CLUBS: This form must be renewed annually.

- Please add this form into the club membership package that is distributed every year.
- **This form is to be kept on file by the club until such time as consent is withdrawn or the person/family ceases to be a member of Swimming New Brunswick, and must be renewed annually.**
- When transferring to another club in New Brunswick, a new consent form must be completed and filed with the new/ accepting club. “

Clubs must notify Swimming New Brunswick in writing if a member does not consent to the collection and use of personal information as described by the SNC and SNB policies.

**CONSENT FORM –Swimming New Brunswick BOARD OF DIRECTORS
Personal Information Protection & Electronic Documents Act (PIPEDA)**

Name (Please Print): _____

The *Personal Information Protection & Electronic Documents Act* requires that consent be obtained for the collection, use and disclosure of personal information about individuals. Please read carefully, complete and sign the consent section below. Please also refer to Swimming New Brunswick Privacy Policy. (The policy can be found on the website at www.swimnb.ca under the heading *About Us*,.)

Swimming New Brunswick needs to identify you as a member of the Board of Directors. It is necessary to provide contact information for the purpose of permitting people to contact you in your capacity as a director and identifying any specific role or responsibility that you have. All information collected from or pertaining to you will be used in accordance with Swimming New Brunswick Privacy Policy

Operational uses and disclosures of personal information by Swimming New Brunswick include, but are not limited to:

1. Making your name and contact information available in Swimming New Brunswick publications, communications and website.
2. Publishing photos or videos that are used in electronic or print media.
3. Providing your name and contact information to provincial clubs, SNC and MSC.
4. Other disclosures consistent with the objectives and functions of Swimming New Brunswick .
5. As required by law, for example, in a Notice of Directors filed under *The Non-Profit Corporations Act*.

Please indicate your consent for swimming New Brunswick to use/disclose information supplied by yourself.

A. I consent to the collection, use and disclosure of information as outlined above and in Swimming New Brunswick Privacy Policy

Signature

Date

NOTE: This form **must** be signed by each member of the Board of Directors annually.