

BLUEWATER GYMNASTICS CLUB PRIVACY POLICY 2009

The **Purpose** of this Policy is to outline the consent requirements and accountability for the collection, updating, retention and safeguarding of personal information required by the Club, and to outline the circumstances under which such information may be released and withheld.

Accountability

Bluewater Gymnastics Club is responsible for Personal Information under its control with the principles set out in this Privacy Policy and in applicable legislation.

Responsibility for ensuring compliance with the provisions of this Privacy Policy rests with Bluewater Gymnastics Club's Board of Directors and Staff.

Bluewater Gymnastics Club is responsible for safeguarding Personal Information in its possession or control. Bluewater Gymnastics Club will use appropriate means to provide a comparable level of protection when a third party is processing Personal Information.

Consent

Bluewater Gymnastics Club will obtain the consent of an individual for the collection, use or disclosure of his or her Personal Information, except where inappropriate.

The consent of an individual is required for the collection, use, or disclosure of Personal Information, except where inappropriate (for example, where legal, medical or security reasons make it inappropriate). In those limited circumstances, Personal Information can be collected, used, or disclosed without the knowledge and consent of the individual.

Generally, Bluewater Gymnastics Club will seek consent to use and disclose Personal Information at the same time it collects the information. However, in certain circumstances, Bluewater Gymnastics Club may seek consent to use and disclose Personal Information after it has been collected.

An individual may withdraw consent at any time, subject to legal or contractual restrictions and reasonable notice. Individuals may contact Bluewater Gymnastics Club for more information regarding the implications of withdrawing consent.

(Invitational Parents: Name, email, phone numbers for Committee's, Bingo and Cleaning Teams, Gymnastics Ontario, website.

Athletes: Media, medical, website, Gymnastics Ontario

Recreational: sign waiver at registration for photo consent-no name

Staff: aware of any children "not to be photographed")

Limiting Collection of Personal Information

Bluewater Gymnastics Club will limit the collection of Personal Information to that which is necessary for the purposes it identifies. Bluewater Gymnastics Club will only collect information by fair and lawful means.

(addresses, visa)

Limiting Use, Disclosure, and Retention of Information

Bluewater Gymnastics Club will not use or disclose Personal Information for purposes other than those for which it was collected, except with the consent of the individual or as required by law or law enforcement and in emergency situations. Bluewater Gymnastics Club will only retain Personal Information as long as necessary for the fulfillment of those purposes or as required by law.

(after 7 yrs, shredded)

Accuracy of Personal Information

Bluewater Gymnastics Club will endeavor to ensure that Personal Information is as accurate, complete, and up-to-date as is necessary for the purposes for which it is used.

1. Personal Information used by Bluewater Gymnastics Club shall be as accurate, complete and up-to date as is necessary to minimize the possibility that inappropriate information may be used to make a decision about an individual.
2. Bluewater Gymnastics Club will update Personal Information as and when necessary to fulfill the identified purposes or upon notification by the individual.
3. Bluewater Gymnastics Club will not routinely update Personal Information, unless it is necessary to fulfill the identified purposes.

Security Safeguards

Bluewater Gymnastics Club will protect Personal Information by security safeguards appropriate to the sensitivity of the information.

1. Bluewater Gymnastics Club will protect Personal Information against loss or theft, as well as unauthorized access, disclosure, use, modification or destruction, through appropriate security measures. The nature of the safeguards will vary depending on the sensitivity of information collected.
2. Bluewater Gymnastics Club will ensure that its employees that have access to Personal Information respect the confidentiality of that information and comply with this Privacy Policy.
3. Contractors, consultants, and third party service providers will be contractually bound to comply with Bluewater Gymnastics Club policies that reference privacy of information.
4. Bluewater Gymnastics Club will use care in the disposal or destruction of Personal Information, to prevent unauthorized parties from gaining access the information.

Openness Concerning Policies and Practices

Bluewater Gymnastics Club will make readily available to individuals specific information about its policies and practices relating to the management of Personal Information.

1. The information that Bluewater Gymnastics Club makes available about its policies and practices will be easy to understand, and will include:
 - (a) The means of gaining access to Personal Information held by Bluewater Gymnastics Club;
 - (b) A copy of any brochures or other information that explains Bluewater Gymnastics Club's policies, standards or codes;
 - (c) What Personal Information is made available to related organizations;
 - (d) An individual will be able to address a challenge concerning compliance with any of the above principles in writing and signed to the executive of the Club.

