

Swim Ontario's Privacy Policy

Personal Information Protection & Electronic Documents Act (PIPEDA)

Regulation

As of January 1, 2004, the federal government is enforcing the PIPEDA (Personal Information Protection & Electronic Documents Act). The Act regulates the collection, use and disclosure of personal information. Swim Ontario, in essence, is asking its members to allow personal information such as name, address, date of birth, e-mail addresses, telephone numbers, etc., on their families to be entered electronically on a club and national database. Hard copy lists are also on file at the Swim Ontario office. They are kept in a secure location to which no one other than Swim Ontario staff has access. The Executive Director is the appointed designate for overseeing the data collection process and is ultimately accountable for compliance with this policy.

Purpose of Information Collection

This information is necessary to allow our athletes to train and compete in an age appropriate environment, and to have personal information on hand when direct contact is necessary. The latter also applies to volunteers and coaches. Swim Ontario also collects donor information for Swim-A-Thon tax receipt purposes.

Security & Safeguards

The database used for national registry (Metasport Systems/SwimDirect) is secure, and personal information is not accessible to the general public. Each Club's registrar has access to the database only as it pertains to club members. Swim Ontario, as the parent organization, can access personal information on all its registered members. Swimming Canada uses the database to determine total registration numbers, rankings, as well as meet results, for the entire country. Passwords are mandatory for all identified groups to access required information.

Limited Use of Information

Personal information is not divulged to anyone without prior permission from the family. Occasionally, Swim Ontario provides family mailing addresses only to a bonded mailing house for the purpose of distributing specific information directly to athletes' homes. Swimming Canada also accesses the information for statistical and tracking purposes. Meet managers need name and date of birth (DOB) for swimmers 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 coach or the parents/guardians of under-aged swimmers.

Consent & Withdrawal Thereof

Swim Ontario requires consent from each family to continue with this practice. Each club registrar keeps a signed consent form on file for each registered member (athletes, volunteers, coaches, etc.) 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 immediately in writing by the Executive Director of Swim Ontario.** Personal information is kept on file for the duration of a member's participation in Swim Ontario programmes. At the end of each season (August 31), the data is archived and will only be re-activated for those members who reregister with the association. After six (6) years, all outdated information will be purged entirely from the SwimDirect database. Hard copy lists are kept at the Swim Ontario office for a period of no more than two years, after which time they are destroyed.

Individual Access

Swim Ontario will be happy to provide registered individuals with personal data as it appears on the SwimDirect database within 30 days of receipt of a written request.

Complaints

Complaints are to be directed to the Executive Director of Swim Ontario who will attempt to remedy each situation as it arises expeditiously and in strict confidence.