



Privacy Policy



1. Purpose

This policy describes the way that the Nepean Knights Minor Lacrosse Association (“the Association”) collects, uses, retains, safeguards, discloses and disposes of personal information, and states the commitment to collecting, using and disclosing personal information responsibly.

The Association follows the guidelines as set out by the Information and Privacy Commissioner of Ontario : [Protecting personal information - IPC](#).

Personal information is information about an identifiable individual. Personal information includes information that relates to their personal characteristics (e.g., gender, age, income, home address or phone number, ethnic background, family status), their health (e.g. health history, health conditions, health services received by them) or their activities and views (e.g., religion, politics, opinions expressed by an individual, an opinion or evaluation of an individual). Personal information, however, does not include business information (e.g., an individual’s business address and telephone number), which is not protected by privacy legislation.

2. Accountability

- 1.1 The President, Treasurer, Risk and Safety Director and Registrar are the Privacy Officers and are responsible for monitoring information collection and data security, and ensuring that all board members receive appropriate training on privacy issues and their responsibilities.
- 1.2 The lead Privacy Officer also handles personal information access requests and complaints. The lead Privacy Officer may be contacted at his riskandsafety@knightslacrosse.ca
- 1.3 Personal information will only be collected by the Association to meet and maintain the highest standard of organizing and programming the sport of lacrosse. The Association collects personal information from prospective members, members, coaches, referees, participants, managers and volunteers for purposes that include, but are not limited to the following:
 - Name, address, phone number, cell phone number and e-mail address for the purpose of communicating about programs, events and activities.



- NCCP number, education, resumes and experience for database entry at the Coaching Association of Canada to determine the level of certification and coaching qualifications.
- Banking and Credit card information for registration and payments.
- Date of birth, athlete biography to determine eligibility, age group and appropriate level of play.
- Criminal records check and related personal reference information for the purpose of implementing the volunteer screening program.
- Personal health information including provincial health card numbers, allergies, emergency contact, and past medical history for use in the case of medical emergency.
- If a purpose has not been identified herein, the Association will seek consent from individuals when personal information is used for a purpose not already consented to. This consent will be documented as to when and how it was received.

3. Consent

By providing personal information to the Association, individuals are consenting to the use of the information for the purposes identified in this policy.

An individual may withdraw consent; use or disclosure of personal information at any time, subject to legal or contractual restrictions, provided the individual gives one week's notice of such withdrawal to the Association. The Privacy Officer will advise the individual of the implications of such withdrawal.

4. Limiting Use, Disclosure and Retention

4.1. Personal information will not be used or disclosed by the Association for purposes other than those for which it was collected as described herein, except with the consent of the individual or as required by law.

4.2. Personal information will be retained for certain periods of time in accordance with the following:

- Registration data is collected and maintained in an Ontario Lacrosse Association (OLA) owned and managed system. It will be retained per the OLA Information Privacy Policy.
- Personal health information will be immediately destroyed when an individual chooses to leave a program.



- Personal information that is used to make a decision about an individual will be maintained for a minimum of one year of time to allow the individual access to the information after the decision has been made.
- The Association may disclose personal information to a government authority that has asserted its lawful authority to obtain the information or where the Association has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court or otherwise as permitted by applicable law.

4.3. Documents will be destroyed by way of shredding and electronic files will be deleted in their entirety.

4.4. Personal information is protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification.

4.5. Methods of protection and safeguards include, but are not limited to, locked filing cabinets, need-to-know access and technological measures including the use of passwords, encryption and firewalls.

5. Openness

5.1. The Association will publicize information about its policies and practices relating to the management of personal information. This information is available through this policy, on the web site or upon request by contacting the Privacy Officer.

