



## Victoria Synchro Privacy Policy:

Victoria Synchronized Swimming Club (the Club) also known as Victoria Synchro respects the privacy and personal information of our members including, but not limited to, swimmers, coaches, parents and other family members, and volunteers.

### Privacy Policy Statement

Victoria Synchro will collect, use and disclose the personal information of its members in a manner that protects such information, and will abide by the principles and requirements as specified in British Columbia's Personal Information Protection Act (PIPA).

More information on the PIPA can be found at:

<http://www.msers.gov.bc.ca/privacyaccess/Privacy/default.htm>

[http://www.nymity.com/bc\\_pipa/index.asp](http://www.nymity.com/bc_pipa/index.asp)

"Personal information" is broadly defined as any information about an identifiable individual that can be used to distinguish or identify a specific individual. Examples of personal information include name(s), age, gender, address(es), phone number(s), fax number(s), email address(es), medical information, personal identification numbers (e.g., medical plan and insurance, social insurance, driver's license), education, work history, photos/images, and any other information that is reasonably regarded as private.

### Application

The principles and requirements set out in this policy apply to the collection, use and disclosure of personal information by Victoria Synchro.

### Summary of Principles

#### Principle 1 – Accountability

Victoria Synchro is responsible for all personal information under our control and for the policies and practices we employ for handling this information to ensure that Victoria Synchro complies with the provincial privacy legislation in force. For more information on our policies or, should you have any concerns or complaints, please contact our Privacy Officer whose contact information is listed at the end of this document.

#### Principle 2 – Identifying Purposes for Collection of Personal Information

Victoria Synchro shall identify the purpose for which personal information is collected at or before the time the information is collected. Collection of personal information will be limited to what is necessary to fulfill the purpose for which the data are being collected. Examples of what Personal information is used for include, but are not limited to, the following activities:

- swimmer registration in the Club, with Synchro BC, with Canada Artistic Swimming, at meets, and in other activities
- collection and/or billing for Club membership fees, meet fees, and equipment
- posting or sending of lists of participants, volunteers, and officials for Club programs or activities
- sending Club newsletters, emails, and announcements to members
- collecting medical information for safety purposes
- contacting appropriate people in case of emergency
- booking/reserving travel and accommodation for members at meets
- posting of meet results and images (including online)



## **VICTORIA SYNCHRO PRIVACY POLICY**

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### **Principle 3 – Obtaining Consent for Collection, Use or Disclosure of Personal Information**

The knowledge and consent of a member is required for the collection, use or disclosure of personal information, except where inappropriate, including how and with whom any information may be shared. Members have the right to abstain from providing personal information on the understanding that if they choose, the purpose for which the information was being collected may not be fulfilled and/or that Victoria Synchro may not be able to provide some services to the member.

### **Principle 4 – Limiting Collection of Personal Information**

Victoria Synchro shall limit the collection of personal information to that which is necessary for the purposes identified by the Club. Victoria Synchro shall collect personal information by fair and lawful means.

### **Principle 5 – Limiting Use, Disclosure, and Retention of Personal Information**

Victoria Synchro shall not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the member, or as required by law. Victoria Synchro shall retain personal information only for as long as necessary for the fulfillment of those purposes.

### **Principle 6 – Accuracy of Personal Information**

Personal information shall be as accurate, complete and up to date as is necessary for the purposes for which it is to be used. Members should notify appropriate Club authorities (e.g., coach, board member, registrar) if there is a change in their personal information.

### **Principle 7 – Security Safeguards**

Victoria Synchro shall protect personal information by security safeguards appropriate to the sensitivity of the information. Personal information will be maintained in strict confidence and will be safeguarded through the use of administrative, physical and technological means such as database passwords and restricted access to secured storage cabinets and rooms, as appropriate.

### **Principle 8 – Openness to Concerning Policies and Practices**

Victoria Synchro shall make readily available to its members specific information about its policies and practices relating to the management of personal information. Individuals from whom personal information has been collected have the right to access their own information to confirm accuracy and/or make appropriate changes, as needed

### **Principle 9 – Customer and Employee Access to Personal Information**

Victoria Synchro shall inform a member of the existence, use and disclosure of his or her personal information upon request and shall give the individual access to that information. A member shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

### **Principle 10 – Challenging Compliance**

A member shall be able to address a challenge concerning compliance with the above principles to the designated person or persons accountable for compliance by Victoria Synchro with the Victoria Synchro Privacy Policy.

The ten (10) principles, which form the basis of the Victoria Synchro Privacy Policy, are interrelated and Victoria Synchro shall adhere to the ten (10) principles as a whole.



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### Privacy Officer

The Privacy Officer of Victoria Synchro shall be accountable for ensuring that the collection and use of personal information complies with the Privacy Policy of Victoria Synchro as well as any appropriate legislated requirements. The Privacy Officer shall address any actual or potential breaches of this Privacy Policy, or any complaints received from individuals from whom personal information has been collected. Contact information for the Victoria Synchro's Privacy Officer is as follows:

The Privacy Officer  
Victoria Synchro  
100 – 4636 Elk Lake Drive  
Victoria, B.C. V8Z 5M1

### Complaints

If any member believes he or she has a possible complaint regarding the collection, use or disclosure of his or her personal information by Victoria Synchro, such complaint shall be in writing and submitted to the Privacy Officer.

All complaints received shall be investigated and the outcome documented. The Privacy Officer shall manage the investigation process, delegating where appropriate. To ensure all relevant information is obtained in order to make a determination concerning a complaint, the Privacy Officer shall have access to all relevant Victoria Synchro records pertaining to the circumstances of the complaint.

If an investigation reveals any inaccurate personal information, or any practices not in keeping with legislated requirements or this Victoria Synchro Privacy Policy, such instances shall be remedied by the Club as promptly as reasonably possible.

All complaints will be dealt with thoroughly, and the Privacy Officer or delegate will provide an appropriate decision and written response within reasonable time frames. Such response shall outline the review process undertaken, changes (if any) to data handling practices or corrections to personal information made as a result of the complaint, as well as information for possible appeal of the Victoria Synchro decision to the Information and Privacy Commissioner of BC.

### Privacy Policy Acknowledgement

Victoria Synchro respects and wishes to protect your privacy. We adhere to the legislative requirements specified in the Personal Information Protection Act (PIPA), which came into effect in British Columbia on January 1, 2004. Victoria Synchro will collect only such personal information as is reasonably necessary for Club programs and activities. We do not disclose your information to other organizations except those directly relative to the functioning of Victoria Synchro programs and activities such as Synchro BC and their member clubs and Canada Artistic Swimming. Victoria Synchro will reasonably ensure the accuracy, privacy, and security of your personal information. By supplying the personal information asked for in this document (eg., registration form, job application, etc.) you are agreeing that the Club can use your information as described in the Club's Privacy Policy.

If you wish to withhold or withdraw your consent for the Victoria Synchro Club to use your personal information in certain ways please contact the club. Withholding consent to certain uses of information may restrict the Club's Ability to provide some services to members. This request cannot be fulfilled until the club has been contacted and advised of your wishes.

**If you have questions about our Privacy Policy please contact Victoria Synchro by email at:**

**[victoriaheadcoach@gmail.com](mailto:victoriaheadcoach@gmail.com)**