



Policy	CBA-004
Effective Date	Jan 10, 2020
Board Approval	Jan 9, 2020

Privacy Assurance Policy

Clarington Baseball Association is a registered not-for-profit corporation in the Province of Ontario whose purpose is to administer and promote organized minor baseball in the Municipality of Clarington through a voluntary Board of Directors. To enable the CBA to do this, the collection of personal information from its members is required. The CBA is committed to protecting information it obtains from its members through the privacy principles detailed below.

Principle 1 - Accountability

The CBA Board of Directors is responsible for the protection of information it collects, uses and/or discloses. The Secretary of the CBA Board is accountable for the practices of the CBA. In the absence of a Secretary, the CBA President shall assume accountability.

Principle 2 - Identifying Purposes

CBA collects personal information from its members for the purposes of organizing and carrying out activities of baseball and events of the CBA. Members of the CBA include players (and/or their legal guardians if under the age of 18), coaches, team managers, trainers, umpires/officials and the Board of Directors.

Principle 3 - Consent

Member information will be collected using both express and implied consent practices. During the registration/application of members, express consent through acknowledgement of this Privacy Assurance Policy and the transmission of information will be obtained. Members who provide information subsequent to the registration/application process offer so with implied consent, that is the transfer of the information is acknowledged to be consent to collect and retain the information, with limitation of disclosure as detailed herein.

Members have the right to withdraw their consent to collect, retain or disclose personal information through notice to the CBA Secretary, or in the absence of a Secretary, the CBA President. However, the withdrawal of consent may require the CBA to revoke membership and the offering of any role, service or program where the information is required (e.g. player information is required to allow a player to be on a team, or play for the CBA).

Principle 4 - Limiting Collection

The collection of personal information, that is information that can be used to identify an individual or information about an identifiable individual, will be limited to that which is needed for the purposes of organizing and administering baseball activities, and will depend on the nature of the member's role within the CBA (e.g. player, coach). Information needed may include: name, date of birth and/or birth registration number/document, address, contact information (phone, email, etc.), medical conditions/medical assessments/medical events, registration numbers (e.g. from provincial baseball bodies, certification bodies) and qualifications (e.g. criminal reference check, certifications, training). Information will be collected during member registration/application and may be appended as needed throughout the lifecycle of the member (e.g. updated medical information as needed, updated certifications).

Principle 5 - Limiting Use, Disclosure, and Retention

Unless the individual consents otherwise or it is required by law, personal information will only be used or disclosed for the purposes for which it was collected. Disclosure may be required to register a member with an oversight body (e.g. Baseball Ontario) or resource body (e.g. Municipality of Clarington) to enable the administration of CBA activities. Only the minimum information required of such bodies will be provided.

Within the CBA, personal information access will be limited to those individuals who require the information. Coaches will be provided with player information, including medical information to enable the administration of a team. Board roles will have access to member information where required in the service of their volunteer duties (e.g. program Directors will have access to player and coach information).

In public domains, minor members will only be identified by first name and first two initials of their last name (e.g. team lists on the CBA website).

Service providers to the CBA may have access to personal information only if specifically required for their scope of work (e.g. legal, accounting), and limited the minimum information needed to perform their role.

CBA does not sell, trade or barter personal information of its members.

Personal information will be destroyed when no longer required to support the activities of the CBA.

Principle 6 - Accuracy

Personal information must be as accurate, complete, and up-to-date as possible in order to properly satisfy the purposes for which it is to be used. Personal information will be collected directly from members whenever possible to ensure accuracy. Where the accuracy of information is in question, the member may request that information be updated/removed. The CBA retains the right to remove a member where insufficient information is available to properly administer or organize baseball activities, and if information is deemed untrustworthy and potentially detrimental to its activities.

Principle 7 - Safeguards

Personal information will be protected by the CBA relative to the sensitivity of the information. This includes employing commercially reasonable practices consistent with the voluntary nature of the CBA, such as electronic encryption, access and password controls, anti-virus software(s), dedicated board member email accounts and dedicated board member computer(s).

Principle 8 - Openness

The CBA will make this policy publicly available. Members may contact the CBA Secretary or in the absence of a Secretary, the CBA President in the event of questions or concerns on CBA privacy practices or personal information.

Principle 9 - Individual Access

Upon request, members will be informed of the existence, use, and disclosure of their personal information and be given access to that information. Members are able to challenge the accuracy and completeness of the information and have it amended as appropriate by contacting the CBA Secretary, or in the absence of a Secretary the CBA President.

Principle 10 - Challenging Compliance

Members are able to challenge the CBA's compliance with the principles of this policy. Challenges may be made to the CBA Secretary, or in the absence of a Secretary, the CBA President.

CBA Secretary: Secretary@ClaringtonBaseball.ca

CBA President: President@ClaringtonBaseball.ca