



## **Privacy Policy**

### **Purpose of this Policy**

Privacy of personal information is governed by the Personal Information Protection and Electronics Documents Act ("PIPEDA"). This policy describes the way that the Ontario Ball Hockey Federation (OBHF) collects, uses, retains, safeguards, discloses and disposes of personal information, and states the OBHF's commitment to collecting, using and disclosing personal information responsibly. This policy is based on the standards required by PIPEDA, and the OBHF's interpretation of these responsibilities.

The OBHF respects and protects your privacy. This means that:

- The OBHF will not sell, exchange, loan or make available to other organizations any personal information that you have provided to us.
- The OBHF will keep all personal information confidential and we will have safeguards to protect that information whether in print, electronic or other form
- The OBHF will make available to you upon request, your personal information that we have on file and we will correct, amend or delete information at your request

### **Personal Information and Purpose of Collection:**

The Personal Information Protection and Electronic Documents Act (PEPEDA) governs privacy of information.

Personal information is the information that relates to you as an individual. Personal information does not include business information (an individual's business address and telephone number).

The OBHF will only collect personal information to meet and maintain the highest standard of organizing and programming the sport of ball hockey. The OBHF collects personal information from athletes, members, coaches, officials, Clinicians, and volunteers (collectively "individuals") for purposes that include but are not limited to the following:

1. Registration for programs, activities and events; travel administration and purchasing equipment, and other products.
2. Receiving communications from the OBHF in regards to fundraising, programs, events, and activities.
3. Determining eligibility, age group and appropriate level of competition.
4. Criminal record checks and related personal reference material for implementing the OBHF's screening policies.
5. Fitness screening information as required through Ontario High Performance Sport Initiative activities and programs.
6. Award nominations, biographies, published articles and media relations.
7. Outfitting uniforms and various components of athlete and team selection.

8. Data to determine level of certification, coaching qualifications and coach/ clinician selection.
9. Credit card information for purchasing products and for registration at event and activities.
10. Technical monitoring, officials training, education, sport promotion, media publications and posting on the OBHF's website, live streaming platforms, event videos, event photographs, displays or posters.
11. Scores and rankings of athletes for record keeping, publishing, competing, and identifying athletes.
12. Names, ages, and signatures for the purpose of participant agreements, permission where medical treatment is concerned, and collection of waivers.
13. Name and contact information for the purpose of communication within and between Board, Committees, volunteers, etc.
14. Emergency contacts, medical history for use in the case of classification, medical emergency or reports relating to medical or emergency issues and managing insurance claims.

### **Consent**

1. Consent is required to be obtained by lawful means from individuals at the time of collection, prior to the use and disclosure of the personal information. If the consent to the collection, use or disclosure was not obtained upon receipt of the information, consent will be obtained prior to the use or disclosure of that information. The OBHF may collect personal information without consent where reasonable to do so and where permitted by law.
2. By providing personal information to the OBHF, individuals are consenting to the use of information for the purposes identified in this policy.
3. In determining of the form of consent to use, the OBHF will take into account the sensitivity of the information.
  1. The OBHF will not, as a condition of a product or service, require an individual to consent to the collection, use, and disclosure of information beyond that required to fulfill the specified purpose.
  2. An individual may withdraw consent to the collection, use, or disclosure of personal information at any time, subject to legal or contractual restrictions, providing the individual gives one week of notice of such withdrawal to the OBHF. The president of the OBHF will advise the individual of the implications of such a withdrawal.

### **Limited Collection:**

All personal information will be collected fairly, by lawful means, and for the purpose as specified in this policy. The OBHF will not use any form of deception to obtain personal information.

### **Limiting Use, Disclosure and Retention**

1. Personal information will not be used or disclosed by the OBHF 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.
2. Information may be forwarded to volunteers of the organization (such as Committee Members, Board of Directors, Local Organizing Committees, Competition Officials), other associations for the purpose of clinics, programming, and competition, the Canadian Ball Hockey Association, Hockey Canada, the International Street and Ball Hockey Federation, Coaches Association of Ontario, Award organizations, or other parties with whom the OBHF deals.
3. Information disclosed to a third party with consent from the individual shall be protected by a third party agreement to limit use and disclosure.

4. Personal information will be retained for certain periods of time in accordance with the following:
- a. Program registration data and athlete information will be retained indefinitely for the sake of historical record and tracking purposes.
  - b. Registration data for programs, clinics, camps, competitions, may be retained indefinitely after the event for record purposes
  - c. Marketing information will be immediately destroyed upon compilation and analysis of collected information.
  - d. Credit Card information will be destroyed immediately upon completion of a financial transaction.
  - e. As otherwise may be stipulated in federal or provincial legislation
- Employee Commitment  
Our volunteers are committed to respecting the personal information we hold in our files. Our board members have been trained in the proper and respectful use of personal information. Volunteers, clinicians, coaches etc. who receive personal information in order to carry out the work of the organization will be notified with regard to the safekeeping of such information.

#### **Accuracy:**

The OBHF will use accurate and up-to-date information as is necessary for the purposes for which it is to be used, to minimize the possibility that inappropriate information may be used to make a decision about an individual.

#### **Security**

All information held by us is subject to strict internal security to prevent unauthorized access and improper usage. Electronic records are subject to limited access by authorized board members who must use security measures. Print records containing personal information are accessible only to authorized board members.

#### **Website**

When you visit the OBHF website, we take steps to respect and protect your privacy. We may collect generic, non-personal information about visits to our website. The OBHF does not collect personal information such as names, ages, phone numbers, addresses or email addresses from visitors to our website.

We reserve the right to collect selected visitor information such as IP addresses, return visits from past guests, referring pages, pages visited and time spent on the website. This non personally identifiable information is collected in order to obtain statistical analysis of website traffic patterns, administer our website and servers, and improve our services.

We collect data in aggregate form and data is not recorded or stored about individual visitors. Cookies are small text files that a web browser transfers to and from your hard drive for record keeping purposes. The use of cookies is an Internet standard. We reserve the right to use cookies to serve you better. We do not use cookies to retrieve personal data from your hard drive or to obtain your email address or other personal information. A cookie is information about how and when you use a site and it is created at the time you visit a site.

The information on the OBHF website is provided as a resource to those interested in ball hockey. The OBHF disclaims any representation, or warranty, express, or implied, concerning the accuracy, completeness or fitness for a particular purpose of the information. Persons accessing this information assume full responsibility for the use of the information and understand and agree that the OBHF is not liable for any claim, loss or damage arising from the use of this information. Reference to specific products, processes, or services does not constitute or imply

recommendation or endorsement by the OBHF. The OBHF also reserves the right to make changes at any time without notice.

The website is created and controlled by the OBHF in the province of Ontario. As such, the laws of the province of Ontario will govern these disclaimers, terms and conditions, without giving effect to any principles of conflict of laws.

Approved OBHF Board of Directors October 2018