

# DOUGLAS PARK SOCCER CLUB

## *Personal Information Collection and Use Policy*

### **Overview**

Subject to the provisions of the *Personal Information Protection Act*, S.B.C. 2003, c. 63, any individual that has had their personal information collected by the Club has the right of access to their personal information and to have corrected any matters of fact. Expressions of opinion by third parties, including assessors, coaches or team officials are not matters of fact and are not subject to correction.

The key implementation elements of this policy are:

1. Douglas Park Soccer Club does not and will not condone the commercialization of any of its lists containing personal information.
2. No Club official or volunteer having access to personal information will supply such information directly to any commercial entity including any businesses involved in the provision of soccer products or services.
3. Responsibility for ensuring that the Club complies with the appropriate collection and use of personal information rests with the President and the Vice-president of the Club on behalf of the Board of Directors.

### **Policy Details**

DOUGLAS PARK SOCCER CLUB (“DPSC”/the “Club”) is a not for profit society registered under the laws of the Province of British Columbia. The Club is made up of volunteers dedicated to the growth and development of soccer opportunities for youth and seniors players in the community. The operations of the Club are at the direction of its elected officers and Board of Directors. Our Club is centralized in the Douglas Park area of Vancouver.

Our youth teams are divided into house and divisional teams. The latter participate in leagues organized and participated in by various district associations including the Vancouver Richmond Girls Soccer Association (“VRGSA”) and the Vancouver Youth Soccer Association (“VYSA”). Adult teams participate through the Senior leagues. All teams operated and sponsored by the Club are under the overall auspices of the British Columbia Soccer Association (the “BCSA”).

The BCSA is recognized by the Canadian Soccer Association and the Provincial Government of British Columbia as the governing body of all soccer in the Province. Its membership consists of over 30 Senior Leagues and 37 Youth Districts. Membership benefits in the BCSA include the following:

- Access to Player Development Programs
- Access to Coaching Development Programs
- Access to Referee Development Programs

- Ability to Use Registered Referee
- Insurance for players, coaches and volunteers
- Ability to participate in Affiliated Local and International Soccer Games, Tournaments, and Competitions
- Administrative Support from the BCSA Staff
- Ability to Host Sanctioned Tournaments
- Ability to Utilize the BC Soccer Discipline Process (yellow cards, red cards, etc)
- Ability to Utilize the BC Soccer Appeal Process
- Membership in the "International Soccer Family" (FIFA, CSA, UEFA, etc)
- Uniformity and Standardization of Rules and Regulations
- Access to Program Grants and Funding (CSA and BCSA Minifest Grants, etc)
- Access to Scholarships and Awards

### *Purpose of Collection of Personal Information*

DPSC collects or is responsible for collecting personal information from its volunteers including parents, coaches and team managers relating to persons desiring to participate in soccer as players, team or Club officials. All personal information that is collected is to be used solely for the purpose of allowing the Club to develop organized soccer in the community: (1) by facilitating a player's participation in teams at the appropriate level and league for the individual player's age and abilities; and (2) by ensuring the suitability of a volunteer's participation as a team official or Club volunteer.

The information that is collected is used by the Club itself to organize its players into teams and to submit the teams to the various Districts, Leagues and to the BCSA. Starting in 2004-2005 the BCSA has requested that all registration data be transmitted to it in electronic format. The BCSA may require that personal information be forwarded to it by use of specified forms as well as in electronic format.

### *How Personal Information is Collected*

The Club uses an on-line registration system, provided by enrol**Net** Inc. to collect personal information. Use of the system implies a consent on behalf of the parents and their children to the collection, use and disclosure of the personal information necessary for the purposes of the BCSA, districts and leagues including the VYSA, the VRGSA and the Club. The personal information provided will be used for purposes reasonably associated with the enrolment of the individual as soccer players and to organize players into teams in order to participate in soccer opportunities available through the Club. As the parents

themselves are responsible for entry of the information, errors in the information collection is kept to a minimum.

Enrol**Net** Inc. is a Canadian company, headquartered in the Province of Alberta that services the needs of amateur sport associations and other not for profit organizations across North America. Enrol**Net** Inc. has its own privacy code and follows the provisions of Part 1 of the *Personal Information Protection and Electronic Documents Act*, S.C . 2000, c. 5.

The Club may also collect personal information from volunteers directly, and with their consent, police or other agencies in order to determine the suitability of a volunteer to act as a team official (coach, assistant coach or team manager) or to act as a Club officer, director or other volunteer. Personal information in the form of official or unofficial performance reviews of team officials may be collected and used to determine the ongoing suitability of an individual to carry on in their volunteer capacity.

Personal information relating to the health of individual players may be collected by team officials in order to ensure the speedy access to treatment of players who may be injured during team activities. The information is to be collected from the players or their parents.

#### *Access, Use and Disclosure of Personal Information*

Club access to the personal information collected by enrol**Net** Inc. is limited to the age - level coordinators of the Club, the Registrar and the officers of the Club.

The personal information and data which is necessary and required by the BCSA for the participation of the players and team officials in the various leagues is forwarded by the Club to the appropriate authority in order to ensure the players and team officials are able to participate in and obtain the maximum benefits of membership in the BCSA. These include the use of the information to obtain insurance and for use in any necessary disciplinary proceedings.

Access to personal information relating to the suitability of a volunteer to act as a team official or Club officer or director is limited to the Club officers and directors and those officials associated with a team who may reasonably be required to know the information.

Access to personal information relating to the health of individuals is limited to the team officials and those persons to whom the information may be considered reasonably necessary in order to obtain speedy treatment of the players.

Contact personal information may be provided by the Club within the Club in order to facilitate communication among team members and between the team(s) and the Club.

Personal information will not be disclosed to third parties other than as stipulated unless required by law.

#### *Individual Right of Access to Personal Information*

Subject to the provisions of the *Personal Information Protection Act*, S.B.C. 2003, c. 63, any individual that has had their personal information collected by the Club has the right of access to their personal information and to have corrected any errors in matters of fact. Expressions of opinion by third parties, including assessors, coaches or team officials are not matters of fact and are not subject to correction.

#### *Prohibited Use of Personal Information*

The Club does not and will not condone the commercialization of any of its lists containing personal information.

No Club official or volunteer having access to personal information will supply such information directly to any commercial entity including any businesses involved in the provision of soccer products or services.

#### *Responsibility for Compliance*

Responsibility for ensuring that the Club complies with the appropriate collection and use of personal information rests with the President and the Vice-president of the Club on behalf of the Board of Directors.

The contact information for the current President and Vice-president is available on the website at: [www.douglasparksoccer.ca](http://www.douglasparksoccer.ca).

Individuals seeking access to their own personal information that are unable to access the same directly, should direct any inquiries or concerns to either of the above Club officials. Individuals seeking correction of their own personal information (including that of their children) who are unable to correct the same directly, should also direct their requests for correction to the same officials.