



## Privacy Policy - Use and Retention of Personal Information

Date Approved: September 24, 2019

President: Dave Bellehumeur

Executive Director: Patrick Johnston

Risk Management/Legal Counsel: Donna Clark

### 1. Purpose

The purpose of this policy is to recognize the duty of London Volleyball Club to protect the personal information provided by participants and provide direction to all LVC Participants as to how to safeguard that information from possible misuse.

### 2. Definitions

- a. Association: The London Volleyball Club.
- b. Board: The duly appointed board members of LVC.
- c. Committee – Any authorized and recognized committee of the Association.
- d. Participants – Any person directly or indirectly involved in an approved activity in the capacity of competitor, observer, athlete, coach, assistant coach, practice volunteer, trainer, manager, parent, official, spectator, employee, Committee Member or Association Member or any other person present or involved in the activity.
- e. Personal information – any information that discloses a participant's name, address, phone number, date of birth, Health Card number, drivers license or any other similar information.
- f. Head Coach – The coach designated by the Board as having primary responsibility for the team.

### 3. Recognition of Duty of Care

- a. The Association recognizes that it has a duty of care to its participants to safeguard personal information and only use it in an appropriate manner (that which is outlined in the standard OVA/LVC waivers). Any use of information outside that allowed in the standard OVA/LVC waivers requires the express consent of the participant.

### 4. No Participant of LVC may sell or barter any information pertaining to any other Participants (including email or phone lists).

### 5. All Head Coaches must keep Participants' information in a secure place (not easily accessible to third parties).

### 6. At the end of the season, all Head Coaches must ensure that any documents or electronic copies of documents that contain personal information are destroyed. Paper copies of documents can either be returned to the participant; shredded by the Head Coach; or returned to the Board for shredding. Coaches are permitted to keep names phone numbers and email addresses to assist in contacting players for the next season.

7. Any team websites that identify players by name or post pictures must have the express written consent (which may be done electronically) of all participants and/or their parents or guardians.
8. Any breach of this Privacy Policy may be a violation of the LVC Code of Conduct and may result in disciplinary action.