

## TRSA Policy for secure handling of personal information

Alberta's [Personal Information Protection Act](#) (PIPA) became law on January 1, 2004. This act applies to businesses, non-profit organizations, and professional regulatory organizations.

The Act protects individual privacy by requiring, in most cases, private-sector organizations to obtain consent for the collection, use and disclosure of personal information and providing individuals with a right of access to their own personal information.

Personal information must be used for only for the purpose for which it was collected or to comply with another Act. Personal information can only be disclosed with the consent of the individual or to comply with another Act.

### **TRSA Policy:**

1. All information collected by TRSA for the purpose of running a minor soccer program is the property of TRSA, including personal information gathered online using an electronic application, even if that application is not developed or owned by TRSA or its affiliates as stated in the TRSA bylaws.
2. TRSA will only collect or share the minimal amount of personal information that is required to effectively pursue its purpose as stated in its bylaws and those of its affiliates.
3. TRSA will use personal information only for the purpose of running the TRSA soccer program unless consent of the individual is obtained.
4. TRSA will not disclose any personal information unless consent of the individual is obtained or it is required by law.
5. This policy applies to all Board Members, contract workers and volunteers (Coaches, Assistant Coaches, Age Group Coordinators, etc) of the Terwillegar Riverbend Soccer Association.
  - For the purpose of the policy, the term “share” means the transfer of information to Board Members, contract workers or volunteers of TRSA.



- For the purpose of the policy, the term “disclose” means the transfer of information to persons who are not Board Members, contract workers or volunteers of TRSA and affiliates as stated in its bylaws.
- For the purpose of the policy, the term “TRSA” or “Terwillegar Riverbend Soccer Association” includes TRSA all Board Members, contract workers and volunteers.
- For the purpose of this policy, photographs of players, coaches and other participants taken by TRSA Board members, contract workers and volunteers will be considered “personal information” and subject to the procedures described below.

**Procedures to comply with the policy:**

1. All TRSA Board members, volunteers and contract workers must be aware of and follow this policy.
2. Any agreement made with a third party for the collection of personal information using an electronic application owned by the third party must ensure that all collected information is the property of TRSA and must be returned to TRSA if the agreement between the parties is terminated.
3. Hard copy registration forms should be kept in a locked filing cabinet. These forms should be shredded by a licensed company at the end of each season or as soon as practicable. Confirmation should be obtained and kept on file that shows the date, the contents and the company that performed the shredding.
4. Contract workers, Board members and volunteers of TRSA and its affiliates should remove all personal information from the TRSA program from their computers before they dispose of them.
5. Caution must be used to minimize risks when using a small portable device such as memory stick to transfer personal TRSA information, and when transporting such devices by public transportation or private vehicle.
6. Fee payment cheques should be deposited as soon as practicable.
7. Volunteer deposit cheques should be kept in a locked filing cabinet, and deposited or shredded as soon as practicable at the end of each season.
8. Upon termination of their contract, all contract workers must return electronic devices, keys, and access cards that are the property of TRSA. Access to electronic applications must be terminated and passwords changed. TRSA will require that all



TRSA information be deleted from all personal computers, sticks, laptops or other storage devices. All TRSA records in the possession of the contract worker must be returned to TRSA.

9. Use the bcc addressee line when sending mass emails to avoid disclosing personal email addresses, unless prior consent to use cc has been obtained from all recipients.
10. Photographs maybe taken of **players** while participating in the TRSA soccer program, both during regular season games and tournaments, whether organized by TRSA, SWEMSA, EMSA or another organization. The photographs may be used to promote the image of TRSA, SWEMSA, EMSA [and any sponsoring corporations of the previously mentioned groups. i.e. Bank of Montreal and Tim Hortons]. Players **will** not be specifically singled out, but these photos will be used to promote the leagues and sponsors and this includes Facebook for TRSA, SWEMSA and EMSA, [www.trsa.ca](http://www.trsa.ca), [www.swemsa.com](http://www.swemsa.com), [www.edmontonsoccer.com](http://www.edmontonsoccer.com) (EMSA)[ and the possibility of sponsor websites as well].

Photographs taken by or for TRSA or provided to TRSA become **TRSA** property to use as long as we need, BUT will be discarded after use. The photographs will be considered by TRSA as personal information and the terms and conditions above shall apply where reasonably practicable to do so. This policy does not include the photo taken for the purpose of carding by EMSA. Parental/Guardian agreement and consent to the above policy regarding photographs will be presumed/applied unless the player's head coach and TRSA are both notified in writing of opposition to same.

