



ASSOCIATION DE SOCCER DE PIERREFONDS
PIERREFONDS SOCCER ASSOCIATION
4600 Des Cageux, Pierrefonds, Québec H9J 3R4

Pierrefonds Soccer Association Privacy Policy

The Pierrefonds Soccer Association (PSA) is committed to keeping the personal information of its membership accurate, confidential, secure and private. This privacy policy has been designed to inform players, coaches, manager, referees, volunteers and parents of our commitment and recognition to our obligation to meet the spirit and terms of the [Act respecting the protection of personal information in the private sector](#) and the federal [Personal Information Protection and Electronic Documents Act \(PIPEDA\)](#).

This Privacy Policy describes the principles PSA will use to protect the privacy of personal information in its possession. It addresses the reasons why such information is collected, how it is used, how its confidentiality is protected and outlines the membership's rights in respect of this information.

PERSONAL INFORMATION PROTECTION PRINCIPLES

1. Accountability:

PSA is accountable for the protection of all personal information within the organization's possession or control.

2. Identifying Purposes:

Personal information that PSA collects from a member affiliating with PSA as a player includes:

- a) Name, date of birth and gender of the member
- b) Address, telephone number(s) and email address of the member and member's parent(s)/guardian(s) where applicable.
- c) Medicare card number

The sole purpose for collecting this information is to register/affiliate/validate the participant so that they may be eligible, according to the requirements of the governing bodies (Lac Saint-Louis Regional Association and Soccer Quebec), to receive the desired soccer services provided by PSA.

Personal information that PSA collects from members affiliating with PSA as a coach, assistant coach, manager, general volunteer or referee includes:

- a) Name, date of birth and gender of member
- b) Address, telephone number(s) and email address of member
- c) Medicare card number and photocopy or Medicare Card
- d) Photocopy of Driver's Licence
- e) Banking information where applicable

The sole purpose for collecting this information is to affiliate/validate the member and in order to provide the required information for screening purposes. Banking information is collected where applicable if a member is paid by PSA.



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3. Consent

When a member decides to affiliate with PSA, the member gives their consent to provide the information as described in #2 above. PSA uses the information to process the member's registration/affiliation/validation. PSA will also use the information to communicate with the member throughout the season with pertinent information via phone, email or mail and/or in order to obtain any other information that may be required of the member. In addition, PSA will send general email updates about Club events, programs, meeting notices, field closures and other similar information.

4. Limiting Collection:

PSA limits the amount and type of personal information it collects to that which is necessary for the purposes outlined in # 2 above.

5. Limiting Use, Disclosure and Retention:

PSA will use the personal information for the purpose for which it was collected as identified in #2 above and the information is retained in the (Spordle) PTS Registrariat and/or PTS Programs database. The information is no longer available to PSA when the member affiliates with another club. The personal information stored in the database is visible by PSA, the Lac Saint-Louis Regional Association, Soccer Quebec, and the database provider (Spordle). PSA is required to provide its membership list to the Borough of Pierrefonds-Roxboro in order to comply with the requirements of the Borough. The information provided to the Borough includes the member's name, date of birth, gender and address.

6. Accuracy:

All personal information will be kept as accurate, complete and up to date as possible, given that changes in personal information may not be communicated in a timely manner by the member to PSA. The accuracy of the information is verified automatically when a member renews their membership (renewal is at the discretion of the member). Individuals may challenge the accuracy and completeness of personal information about them and have it amended, as appropriate.

7. Safeguards:

In executing its responsibilities with respect to the confidentiality of personal information, PSA will employ a number of safeguards, appropriate to the sensitivity of the information, to protect personal information against loss or theft, as well as unauthorized access, disclosure, copying, use, or modification. Such safeguards will include physical measures, organizational measures and technological measures, for example locked filing cabinets, restricted access to files and providing the appropriate level of database access, limiting it to the tasks that the user must perform.

8. Openness:

PSA will make this policy relating to the protection of personal information available to all its members.



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9. Individual Access:

Any member of PSA can have access to the personal information about them that is in PSA's possession or control. Any member may request that their personal information be amended for purposes of accuracy and completeness.

Members can make their requests directly to PSA by:

Telephone: 514-696-2505, via email: info@soccerpierrefonds.ca or in writing to:

Pierrefonds Soccer Association

4600 Des Cageux,

Pierrefonds, Quebec, H9J 3R4

10. Challenging Compliance:

Any member of PSA may challenge its compliance with this Privacy Policy by contacting any member of the Board directly. The Board will investigate and respond to individuals' complaints and questions.

LINKS TO OTHER WEBSITES

PSA's Website may contain links to websites of third parties. PSA is not responsible for the privacy practices or the content of such websites.

PHOTO CONSENT

Throughout the soccer season, representatives of PSA may take pictures of its various activities (soccer games, practices and related events). These pictures may be used in different forms of advertising such as program flyers or posted on our Website and social media as a way to celebrate soccer and showcase PSA. Should you not consent that your photo or that of your child be used by PSA for this purpose, please advise the PSA Office.

CONTACT

If you have any questions about our Privacy Policy, please contact dg@soccerpierrefonds.ca .