Privacy Policy

*This is a Volleyball PEI Policy applicable to all registered members.*

Purpose

1. Privacy of personal information in governed by the Personal Information Protection Electronics Document Act (“PIPEDA”). This information provided describes the way that Volleyball PEI collects, uses, retains, safeguards, discloses, and disposes of personal information, and states Volleyball PEI’s commitment to collecting, using and disclosing personal information responsibly. This information is based on the standards required by PIPEDA and Volleyball PEI’s interpretation of these responsibilities.

2. A copy of Volleyball PEI’s Policy is provided to any member on request to Volleyball PEI.

Personal Information

3. Personal information is information about an identifiable individual. Personal information includes information that relates to their personal characteristics (e.g. gender, age, income, home address, or phone number, ethnic background, family status), their health (e.g. health history, health conditions, health services received by them) or their activities and views (e.g. religion, politics, opinions expressed by an individual, an opinion or evaluation of an individual). Personal information, however, does not include business or employee information (e.g. an individual’s business address and telephone number), which is not protected by privacy legislation.

Accountability

4. Volleyball PEI Executive Director is responsible for the monitoring of information collected and data security, and ensuring staff receives appropriate training on privacy issues and their responsibilities. The Executive Director also handles personal information access requests and complaints.

Purpose

5. Personal information will only be collected by Volleyball PEI to meet and maintain the highest standard of organizing and programming the sport of Volleyball. Volleyball PEI collects personal information from prospective members, coaches, officials, participants, managers and volunteers for the purposes that may include, but are not limited to, the following:

* 1. Receiving communications from Volleyball PEI; programs, events and activities
	2. Determination of eligibility, age group and appropriate level of competition
	3. Database entry for the Coaching Association of Canada to determine level of coaching certification and qualifications
	4. Database entry to determine level of officiating certifications and qualifications
	5. Medical Emergency
	6. Athlete registration and team selection processes
	7. Managing insurance claims and insurance investigations
	8. Inquiries for the purposes of drug testing

6. If a purpose has not been identified herein, Volleyball PEI will seek consent from individuals when personal information is used for a purpose not already consented to. This consent will be documented as to when and how it was received.

Consent

7. Consent is required to be obtained by lawful means from individuals at the time of collection, prior to the use or 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 of disclosure of that information. Volleyball PEI may collect personal information without consent where reasonable to do so and where permit by law.

8. By providing personal information to Volleyball PEI, individuals are consenting to the use of the information for the purposes identified in section 5 of this policy.

9. In cases where information is collected prior to January 1, 2022, Volleyball PEI assumes consent to use and, where applicable, disclosure for the purpose for which the information was collected.

10. In determining the form of consent to use, Volleyball PEI will take into account the sensitivity of the information.

11. Volleyball PEI will not, as a condition of a product or service, require an individual to consent to the collection, use of disclosure of information beyond that required to fulfill the specified purpose.

12. An individual may withdraw consent to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions, provided the individual gives one week’s written notice of such withdrawal to Volleyball PEI. The Executive Director will advise the individual of the implications of such withdrawal.

Limiting Collection

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

Limiting Use, Disclosure and Retention

14. Personal information will not be used or disclosed by Volleyball PEI 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.

15. Information disclosed to a third party with consent from the individual will be protected by a third party agreement to limit use and disclosure.

16. Personal information will be retained as long as reasonably necessary to enable participation in Volleyball PEI, to maintain accurate historical records and or as may be required by law.

17. Documents will be destroyed by way of shredding and electronic files will be deleted in their entirety.

Accuracy

18. Volleyball PEI 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.

Safeguards

19. Personal information is protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification.

20. Methods of protection and safeguards include, but are not limited to, locked filing cabinets, restricted access to offices, security clearances, need to-know access and technological measures including the use of passwords, encryption and fire walls.

Individual Access

21. Upon written request, and with assistance from Volleyball PEI, an individual may be informed of the existence, use and disclosure of his or her personal information and will be given access to that information. As well, an individual is entitled to be informed of the source of the personal information along with an account of third parties to whom the information has been disclosed.

22. Requested information will be disclosed to the individual within 30 days of receipt of the written request at no cost to the individual, or at nominal costs relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.

23. If personal information is inaccurate or incomplete, it will be amended as required.

24. An individual may be denied to his or her personal information and provided a written explanation as to why if the information:

 a) is protected by any legal privilege;

 b) would reveal confidential information that is of a commercial nature;

 c) was collected for an investigation or legal proceeding;

 d) might result in that type of information no longer being provided to Volleyball PEI when it is reasonable that the type of information would be provided;

 e) was collected by a mediator or arbitrator or was created in the conduct of a mediation or arbitration for which the mediator or arbitrator was appointed to act under an agreement, enactment or court; or

 f) relates to or may be used in the exercise of prosecutorial discretion.

25. An individual will be denied access to his or her personal information and provided a written explanation as to why if the information:

 a) could reasonably be expected to threaten the life or security of another individual;

 b) would reveal personal information about another individual; or

 c) would reveal the identity of an individual who has in confidence an opinion about another individual and the individual providing the opinion does not consent to disclosure of his or her identity.

26. Upon refusal, Volleyball PEI will inform the individual the reasons for the refusal and the associated provisions of PIPEDA.

Challenging Compliance:

27. An individual may challenge Volleyball PEI’s compliance PIPEDA, by submitting a challenge in writing.

28. Upon receipt of a written complaint, Volleyball PEI will:

 a) Record the date the complaint is received;

 b) Notify the Executive Director who will serve in a neutral, unbiased capacity to resolve the complaint;

 c) Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within three days of the complaint;

 d) Appoint an investigator using Volleyball PEI personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation, and who will have unfettered access to all files and personnel, within ten days of receipt of the complaint.

 e) Upon completion of the investigation and within 25 days of receipt of the complaint, the investigator will submit a written report to Volleyball PEI.

 f) Notify the complainant of the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures, within 30 days of receipt of the complaint.

Whistle blowing:

29. Volleyball PEI will not dismiss, discipline or otherwise disadvantage any Volleyball PEI representative, and other decision makers within Volleyball PEI or deny that person a benefit because the individual acting in good faith on the basis of reasonable belief.

IP Address:

30. When the user’s web browser requests a web page from another computer on the Internet, it automatically gives that computer the address where it should send the information. This address is called the computer’s “IP Address”. Volleyball PEI does not collect, use or discloses IP Addresses.

Applicable Laws:

31. The laws of the province of Prince Edward Island will govern these disclaimers, terms and conditions.

Approval & Review:

1. This policy was approved by the Board of Directors of Volleyball PEI in March 2022.
2. Date of Last Review: March 2022