

# **LISA ADMINISTRATION MANUAL**

## **Chapter 9**

### **Privacy and Protection of Personal Information**

(Updated August 20, 2013)





## Chapter 9 – Privacy and Protection of Personal Information

### Rule 900 Privacy and the Protection of Personal Information (Introduction)

The purpose of this chapter is to govern the collection, use and disclosure of personal information by the Lower Island Soccer Association and the District Clubs in a manner that recognizes both the right of individuals to protect their personal information and the need of the Association and Clubs to collect, use or disclose personal information for a purposes that any reasonable person would consider appropriate in the circumstances.

Because clubs initially collect much of the information that is used in the rest of the soccer administrative system, this rule has been written in a manner that reflects our collective interests in these matters. The reference to “we” within Rule 900 refers to the LISA and each of the District Clubs.

This chapter is divided into separate sections to cover information that is collected from different sources and for different purposes.

Rule 901	Items General to All Categories
Rule 902	Registration of Club Players, Team Officials, Teams, Administrators and Staff
Rule 903	Registration within District Programs
Rule 904	Registration of Youth and Small Sided Referees
Rule 905	Volunteer, Employee and Contract Worker Screening
Rule 906	Registration of Vancouver Island Soccer League Players and Teams

### Rule 901 General Information on Compliance with the British Columbia Personal Information Privacy Act (PIPA)

1. Personal Information means information that can identify an individual (for example, name, home address, home phone number, email address), and information about an identifiable individual (coaching or refereeing qualifications, disciplinary history, work or playing history, medical information). Personal information includes *employee or contract worker personal information* but does not include business *contact information* or *work production information*.
2. PIPA applies to *personal information*. It does not apply to general information used to operate the business organization. For PIPA to apply, the personal information in question needs to be about an individual who is “identifiable” directly from that information or is “identifiable” from that information combined with other information that is otherwise available. Non-identifiable or aggregate information such as statistical information about groups of individuals is not personal information.
3. PIPA allows personal information to be collected, used or disclosed for reasonable purposes in the operations of the Lower Island Soccer Association and member Clubs.
4. The information in this rule will explain what personal information about you will be collected and how we intend to use it. We will limit the personal information we collect to what we need for those purposes, and we will use it only for those purposes. We will obtain your consent if we wish to use your personal information for any other purpose or before collecting personal information from, or providing personal information to, parties not affiliated with the Lower Island Soccer Association.
5. We will protect the personal information we obtain about you with appropriate safeguards and security means.



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6. We recognize that you may have special privacy concerns regarding our services provided on the Internet. In particular, we will want to ensure that your personal information is secure and that you are aware of and can control our use of your personal information in the internet environment. You can contribute to the confidentiality of your personally identifiable information when using sections of our Web sites by not disclosing your designated username and password to anyone. REMEMBER that e-mail over the Internet is generally unencrypted. We recommend that you do not send us sensitive or confidential information by ordinary email, as unencrypted email is generally not secure. We are equally concerned about your privacy on the Internet and this Privacy Rule applies in its entirety to anything you might do while visiting our web sites.

If we desire to place a photograph to which is attached personal information (e.g. playing history, coaching or referring background, etc.) on our web sites we will supply you with the information we propose to use and will post the material only after receiving your permission (permission may be in written or verbal form). This does not apply to material that is in the public domain (e.g. newspaper and television through news stories, press releases, etc.).

7. Under no circumstances do we sell registration lists or personal information to others. We release information outside our associations only under the following circumstances:
  - A. Information required for complying with the rules of BC Soccer (e.g. registration of players, coaches and referees, risk management forms, lists of administrative officers and directors, team lists, etc.);
  - B. When required by Law information may be disclosed in order to comply with a subpoena, warrant, or court order, or if requested by a government institution which has the lawful authority to obtain the information;
  - C. We may disclose information to the authorities to serve a clear public interest and fulfill our duty to protect members from suspected criminal activity or in instances where members of our organization might be placed at risk.
8. Your right to Access Your Information. We will give you access to the information we have about you. Most of this information is contained on registration forms, medical release forms, risk management forms, complaint and disciplinary processes or documents relating to the management of training programmes and the administration of leagues and cup play. The information, in the form of hard copy and electronic data, can be viewed by contacting your Club Registrar or by contacting the Executive Director, Lower Island Soccer, 101-1246 Esquimalt Road, Victoria, B.C. V9A-3N8. You must make your request in writing stating the specific details of the information you wish to review. A nominal charge may be applied in searching for the material.

Please note that we may not be able to provide information about you from our records if it contains references to other persons, is subject to legal privilege, contains information proprietary to our club or to the Lower Island Soccer Association or cannot be disclosed for legal reasons. If you have any questions regarding decisions made, we will tell you the reasons for those decisions.

9. While you may request that we do not use or disclose your information for any or all purposes listed within this rule, there are certain mandatory pieces of personal information that must be obtained and disclosed to others within our organizations (e.g. Club, LISA, BC Soccer) in order for you to participate on a team or in our programs sponsored by your club or the district or provincial association.



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For optional items, you may at the time of registration decline to provide the information or, once having provided the information, may make a written request to have the information removed.

### **Rule 902 Registration of Club Players, Team Officials, Administrators and Staff**

1. The LISA recognizes and accepts the proprietary rights of our membership to information which they acquire in the process of registration of their members (players, parents, coaches, administrators and staff).
2. Every club that is a member of the LISA and that desires forms teams to play in leagues from mini to U18 within the district and province must supply the following information:
  - A. Players: first name, last name, date of birth, phone number, address, postal code, player ID number (if available); Proof of player age in a manner prescribed by the BC Soccer rules; Proof of previous address change when applying for certain exemptions under the BC Soccer or LISA rules.
  - B. Team Officials: first name, last name, address, postal code, phone number, email address. (There will be some instances where a team official may not have an email address; in this case, an alternate should be provided.)
  - C. Photographs are required in the preparation of Identification (ID) Cards for some player groups. The ID card will contain basic information about the individual (e.g. name, birth date (players only), ID number, club and team).
  - D. Team Lists and Medical History Forms containing information relevant to each player are required so that team coaches have essential information for contacting players and parents with general information or inquiries or in the event of a medical emergency concerning a player. Coaches must handle this material according to the PIPA rules.
3. As part of management of clubs, we also require basic information regarding all elected or appointed members of the club board of directors and other staff positions (e.g. first name, last name, address, postal code, phone number, email address and position within the club).
4. The above information will be initially received and processed within each club. Required information will be forwarded to the LISA office and from the LISA office to BC Soccer in order to demonstrate compliance with the BC Soccer rules. Each organization in the chain must meet the requirements of the PIPA rules.
5. The email addresses of team officials, club directors and staff are required to provide league and cup scheduling and disciplinary information, and notices concerning coaching courses and seminars or notices to be passed on to clubs, players and coaches regarding tryouts for district teams, identification camps and other information as relates to player development and coming events.
6. Information on team lists and other directories will be used internally by each organization in order to facilitate general communication.

### **Rule 903 Registration Within District Programs**



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1. The LISA office shall collect the following information about players and coaching staff who are invited to join a BCSPL team, intra provincial league or dispensated team or are registered with a LISA academy or program:
  - A. Players: first name, last name, date of birth, phone number, address, postal code, player ID number (if available); Proof of player age in a manner prescribed by the BC Soccer rules; Proof of previous address change when applying for certain exemptions under the BC Soccer or LISA rules.
  - B. Team Officials: first name, last name, address, postal code, phone number, email address (there will be some instances where a team official may not have an email address; in this case, an alternate should be provided).
  - C. Photographs are required in the preparation of Identification (ID) Cards for some player groups. The ID card will contain basic information about the individual (e.g. name, birth date (players only), ID number, club and team).
  - D. Team Lists and Medical History Forms containing information relevant to each player is required in order that team coaches essential information for contacting players and parents with general information or inquiries or in the event of a medical emergency concerning a player. Coaches must handle this material according to the PIPA rules.
2. The information will be received and processed within the LISA Office. Copies of team information in electronic form will be processed to either BC Soccer or to the BCSPL League as the case may be. ID Cards will be distributed to team officials as required. In using this information the BCSPL will also be complying with the PIPA rules.
3. The email addresses of team officials, club directors and staff are required to provide league and cup scheduling and disciplinary information, and notices concerning coaching courses and seminars or notices to be passed on to clubs, players and coaches regarding tryouts for district teams, identification camps and other information as related to player development and coming events.
4. Information on team lists and other directories will be used internally by each organization in order to facilitate general communication.

### **Rule 904 Registration of Referees**

1. Under the sanction of BC Soccer, both clubs and LISA may appoint referees to their own matches, provided the appointments are made from the official BC Soccer list. Both clubs and LISA may collect information concerning any appointed referees.
2. In the process of managing this information the LISA will collect the following information:
  - A. First name, last name, date of birth, address, postal code, phone number, email address, date of course/refresher course, and date of fitness test.

### **Rule 905 Volunteer, Employee and Contract Worker Screening**



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1. Please refer to Chapter 9: Volunteer, Employee and Contract Worker Screening, for a complete explanation of the screening process.
2. The protection of information obtained through the Criminal Records Check process will comply with the guidelines outlined in Rule 901.7.
3. In the event a Criminal Records Check is received that indicates a criminal record that requires follow-up, the form will be referred to the BC Soccer Director of Risk Management (DRM) for follow-up. Once adjudication is made, only necessary individuals will be apprised.
4. In instances where information is brought forth through the Criminal Records Check or otherwise that indicate an individual may pose an immediate risk, the LISA Executive Director will follow-up immediately by consulting with the LISA President, the President of the Club concerned and the Risk Management Officer at the BC Soccer.

### **Rule 906 Registration of Vancouver Island Soccer League (VISL) Players and Teams**

1. The Lower Island Soccer Office provides administrative services for the VISL by means of a contract approved by the LISA and VISL Boards of Directors. In the course of fulfilling the requirements of this contract it is necessary for the Executive Director to collect information relating to the registration and transfer of players, and arrange for the transfer of information between the VISL, BC Soccer and other groups and individuals within the VISL as may be periodically required (e.g. VISL teams, coaches, etc.).
2. In this process the LISA Executive Director recognizes the proprietary right of the VISL to the information that is collected and managed on their behalf. In the handling of this information, the LISA Executive Director will comply with the PIPA Rules as regards to collection and disclosure of information.