

Pickering Softball Association Security of Personal Information Policy

The security of personal information is a high priority for the Pickering Softball Association. Personal information is gathered through a variety of channels, for a variety of purposes by the PSA. In all cases it is held, distributed or shared on an as needed basis as deemed by the Executive Council, specifically the Registrar and the President or Vice President Operations, in order to facilitate the smooth running of the league.

The information will be used for the intended purpose only and will not be sold, leased or supplied to any other party not directly associated with fulfilling the mandate of the PSA, to provide for the running of House League and Select softball in and around the City of Pickering for local residents.

The primary method of gathering information is through our player registration process. The information obtained here is captured in a database to facilitate team assignments, trophies, pictures, uniform requirements, special play with requests and other miscellaneous purposes. The Registrar is the custodian of this database and as such controls who receives access to this information. If any doubt as to the purpose or reason for the request for the information is made, the Registrar, the President and the Vice President Operations will determine the validity of the request and arrive at the decision on whether or not to share some or all of the desired information.

Any information that is shared with any member of the PSA, is implicitly expected to be treated with the same reasonable care and confidentiality as would normally be expected when caring for their own personal information. If it comes to the attention of the President, Vice President Operations or the Registrar that information has been inappropriately shared by an individual, the situation will be investigated and to the extent possible steps will be taken to remedy the situation and to attempt to prevent a similar situation from happening again in the future.

Please note that we will release your Personal Information if required to do so by law, or by search warrant, subpoena or court order.

The Pickering Softball Association reserves the right to modify or remove this Policy at our discretion. We will post any modification to the Policy on our website www.pickeringsoftball.com and we encourage you to visit this site frequently to stay informed of important information related to the PSA.

If you have any comments or questions about this Policy or to report any violations of the Policy, please contact us:

By mail: The Pickering Softball Association, 1307 – 1550 Kingston Road, Pickering, Ontario, L1V 6W9, Attention/Personal & Confidential: President

By e-mail: president@pickeringsoftball.com By phone: 905-837-0606 X 21

In summary, The Pickering Softball Association is committed to protecting your privacy in connection with all aspects of our softball program. Please do not hesitate to contact us if you have any questions, comments or concerns about this Policy.