



FREEDOM OF INFORMATION & PRIVACY PROTECTION ACT

Section 1.0

0.1 STATEMENT OF PURPOSE:

This policy outlines Bluewater Gymnastics Club Inc.'s operational guidelines that seek to protect the personal and confidential information that is collected on behalf of its athletes, their families, and all other active and inactive members of its organization. This policy applies to all members, staff, volunteers and individuals affiliated with Bluewater Gymnastics Club Inc.

This policy seeks to act as a resource and provide information on how this policy is implemented and administered within the organization. Bluewater Gymnastics Club Inc. is committed to safeguarding the privacy and confidentiality of its club members in a respectable and responsible manner.

Personal or private information is any information that identifies, classifies or provides contact information of any person(s).

0.2 USE AND DISCLOSURE OF PRIVATE INFORMATION

The private information collected by Bluewater Gymnastics Club Inc. is collected directly by the party to which the information belongs- third party resources are not used nor relied upon.

Active, inactive and new members of the club (including guest participants) must sign a waiver form to provide consent to the payment of due fees as well as for the collection and use of private information for all identified purposes:

- i) To register for recreational, competitive, high-performance training and classes, birthdays, camps and other events.
- ii) To process donations/fundraising
- iii) To provide information through social media and e-mails about Bluewater Gymnastics events, activities and updates
- iv) For the purpose of medical, practitioner treatments, and other emergencies
- v) For the purpose of maintaining our pre-authorized payment system

Club members have the right to decline photo release and social media exposure permission rights by emailing the Executive Director at roseann@bluewatergymnastics.com. All other information requested is for the purpose of internal requirements and compliance with Gymnastics Ontario, Gymnastics Canada and Bluewater Gymnastics Club Inc. insurance policies and procedures.

The information disclosed by our members to our organization is secured within our staff portal database with limited access to administrative staff for organization use only. Bluewater Gymnastics Club Inc. does not sell, trade, rent or give out this confidential information to any unauthorized party in any given circumstance.



0.3 SECURITY

Information collected by the organization is only used for the purpose(s) for which it is collected. Secure protocols are established and monitored by the staff and privacy officer (Executive Director) of Bluewater Gymnastics to ensure the security of this information.

Such protocols include (but are not limited to):

- i)* Physical Security: Limited office access, Locked filing cabinets
- ii)* Technological Security: Password Protection, limited online database access
- iii)* Confidentiality agreement and training for all Administrative/office staff and coaches
- iv)* Video Surveillance of identified public areas