



Arnprior Minor Hockey Association  
P.O. Box 372, Arnprior, ON  
K7S 3L9

## AMHA Privacy Policy

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The purpose of this policy is to describe the way that the Arnprior Minor Hockey Association (AMHA) collects, uses, retains, safeguards, discloses and disposes of the personal information of prospective members, members and others, including: players, coaches, referees, manager and volunteers, and family members of our players. The Personal Information Protection and Electronic Documents Act (PIPEDA) sets the grounds rules for how private-sector organizations collect, use and disclose personal information in the course of their business and activities.

In the course of volunteering as an AMHA board member, coach, manager, trainer, referee or on-ice assistant personal information may be collected, received or used about our members. According to PIPEDA, personal information includes any factual or subjective information, recorded or not, about an identifiable individual. This includes information in any form such as:

- age, name, DOB, ID numbers, income, ethnic origin or blood type
- opinions, evaluations, comments, social status or disciplinary actions
- employee files, credit records, loan records, medical records, existence of a dispute between a consumer and a merchant, intentions (for example, to acquire goods or services, or change jobs).

The types of personal information that may be encountered through AMHA business and activities includes: a player's name, place of residence, date of birth, historical information concerning past teams played, a player's skill and development level, feedback on programs, honours and awards received, a player's parents, name, address and email, educational information, emergency health concerns, volunteer resumes, registration information, qualification details and VSCs.

The (AMHA) highly values the privacy of its members and their personal information. The following measures and practices must be respected when collecting, maintaining and using personal information:

### Team / Player Lists

- Coaches, managers, and trainers may be provided with team lists containing basic contact information for each player including names, birthdates, telephone numbers, email addresses and parents' names, to be used over the course of the season to participate in hockey activities.

- Player information should only be used and accessed by those who have been sent it directly by AMHA and who have a 'need to know' for the purpose of conducting hockey activities only. Do not forward or share any player information or team lists to/with anyone.
- Please notify us immediately at registrar@arnpriorminorhockey.ca if you misplace this information.
- Please ask your team members for their permission to share their contact information with each other. Please BCC emails whenever you communicate until you have done so.
- You should be aware that some members may not wish to have certain information distributed to the team. These wishes must be respected. Please be sure to ask permission to include email addresses for players under 18 years.
- Player information is for the purposes of team communication and program organisation only. AMHA prohibits the distribution of membership information to any outside party. AMHA also prohibits the use of membership information to solicit interest in external organisations, products or services.
- At the conclusion of a season, AMHA bench staff and volunteers must dispose of such personal information.

## Player Medical Information

- Player medical information is collected and maintained over the course of each hockey season by bench staff members to ensure that there is proper awareness of existing health considerations, and to ensure proper information is available in the event of an emergency.
- Player medical information is to be included in the team medical kit that should be at every practice and game. This information is confidential.
- Storage, privacy, and correct use of player medical information is the responsibility of the team trainer.
- Player medical information should be returned to the player (or guardian) or destroyed at the end of the season.

## Team Information Sites (ie. Facebook, AMHA Website, Google Drive, social media)

Some teams establish Team Information Pages on various websites to upload photos and other documents pertinent to the team. Please be aware that when you post information or photographs this becomes public information. Team pages are a great way for teams to communicate and create team spirit with comments and pictures. However, as this is a public forum, individual privacy must be respected:

- Please receive permission from all players before using the Team Information Pages
- Team membership information should NEVER be posted to the team pages.
- The names of junior players should not be posted without specific permission.
- You need to seek permission before posting a photo (see below).

## Photos

- If team staff or parents are interested in taking pictures at a game or event, AMHA recommends they check with the other parents at the beginning to make sure this is acceptable and respect the wishes of any parent or player who objects.

- In terms of distributing or posting photos, anyone who is identifiable in a photo should give permission to have that photo shared. If the player is under 18 years, permission must be granted by a parent or legal guardian. “Identifiable” usually means that the person’s face is visible. If players are not readily identifiable because they are in a large group, only their backs are showing, they are far away, or are covered (such as a goalie), then it may be acceptable to share the photo.
- Players under 18 years should never be identified by name in a photo in a public posting, unless permission has been given by a parent or legal guardian. If a photo is posted and a player or parent objects, please remove the photo right away.

## Safeguards

- Security safeguards will be implemented to ensure that all personal information is protected from theft as well as unauthorized use or access, disclosure, copying, or modification thereof. All information collected and maintained by the AMHA will be considered highly sensitive. As such, a high level of security will be practiced at all times.
- Methods of protection and safeguards to be employed shall include but in no way be necessarily limited to locked files, offices and storage areas, and ‘need to know’ access as well as technological measures such as passwords and encryption. These measures will be subject to yearly review by the AMHA to ensure the best methods possible are being utilized to maximize effectiveness.

## Retention

The AMHA shall retain documents concerning registration, performance activities, discipline, events, honours and awards received for specific periods of time dependent upon necessity, after which it will then be destroyed accordingly when it is deemed appropriate. More specifically,

- Registration data will be retained for a three-year period after an individual has left the AMHA, in the event that the individual chooses to return to AMHA programming after leaving.
- Parental/Family information will be maintained for a similar three-year period after a member has left the AMHA.

Other personal information will be retained by the AMHA for regulated timeframes by legislation governing its operation and/or the information provided, after which time (and unless consent is given to keep such information for a longer period) the information will be destroyed in a secure manner.

If you have any questions or comments about these guidelines, please contact [info@arnpriorminorhockey.ca](mailto:info@arnpriorminorhockey.ca)