



# Surrey United Soccer Club

Box 34212, 17790-#10 Hwy., Surrey, B.C. V3S 1C7

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## Personal Privacy Information Protection Policy

Surrey United Soccer Club ("Club") recognizes the sensitivity surrounding the collection, use and disclosure of Personal Information received in a variety of methods from our Members. The Club is bound by the Personal Information Protection and Electronic Documents Act ("PIPEDA") and as such, abides by the following principles with respect to personal information:

### Accountability

The Club always remains responsible for personal information under its control and the Club's Risk Manager shall remain responsible for the control of such information.

### Purpose and Consent

The purpose for which personal information is collected, used and disclosed by the Club in the course of its daily business shall include general details pertaining the Club's purpose for the collection of such information. Providing information in the context for which it is intended is deemed to be consent by the provider for the context in which it has been collected. An individual may withdraw his/her consent at any time upon written notice to the Club's Risk Manager.

### Media and Communications

During registration all members have been deemed to agree to the Club's reproduction of the likeness of the registered member (i.e. photo, video, etc.) for the sole purpose of promoting and marketing the Club. No child will be specifically identified in any such likeness without the parent/guardian's written consent. Any parent or guardian not in agreement with this reproduction must inform the Club's Risk Manager in writing.

### Limited Use, Disclosure and Retention

Personal information collected, used or disclosed by the Club in the normal course of its business shall not be used or disclosed for purposes other than those for which it was collected except with the consent of the individual or as required by law. Personal information shall be retained only if necessary, for the fulfilment of those purposes. The Club may disclose personal information collected in its normal course of business without the knowledge or consent of the individual if the disclosure is to abide by laws, court orders or other judicial or government obligation or for the purposes of collecting a debt owed by the individual to the Club.

### Individual Access

Upon request, an individual shall be informed of the existence, use and disclosure of his/her personal information collected, used or disclosed by the Club in its normal course of business and shall be given access to that information. An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

### Compliance

An individual shall be able to address a challenge concerning compliance with the above principles with the Club's Risk Manager. All challenges shall be in writing.

### Formal Request under PIPEDA

The Club shall inform members of any formal request for disclosure made under PIPEDA as may be necessary.