



# Beaumont Soccer Association

## H003- Privacy Policy

Adoptive Date: January 13, 2013

Revision No: 2

Policy Type				
Administrative	Board	Financial	HR	Technical

### 1. Definitions

- 1.1. **‘Personal information’** is defined as: “any information which relates to an individual and allows that individual to be identified”.

### 2. Policy

- 2.1. Beaumont Soccer Association is committed to taking every reasonable effort to protect the privacy, confidentiality and security of the personal information you entrust to us. Only authorized persons who have a need to know and whom we authorize, have access to personal information.
- 2.2. At BSA, it is our intention to give you an understanding about how we collect your personal information and how the information is used during our business operation. We limit the collection, use, retention and disclosure of personal information as needed by BSA for the purposes of providing and/or enhancing services to our players, volunteers and employees
- 2.2.1. We do not collect, use or disclose personal information about an individual without the consent of the individual except when such information is required by law.
- 2.2.2. It is the responsibility of the individual to provide any updates to personal information, to maintain the accuracy of our records as is necessary for the purposes for which it is to be used. Where possible this information can be updated by the person themselves using the secure access through the BSA online system.
- 2.2.3. We maintain the security and confidentiality of the personal information furnished to us according to reasonable standards as set by the law. Compliance with these standards is reviewed and revised as required.

2.2.4. If an individual feels there has been a non-compliance with BSA privacy policy or privacy legislation, the individual may request an investigation or complaint in writing to the President of BSA.

Attn: President  
Beaumont Soccer Association  
Box #1, 4901 - 55 Ave  
Beaumont, AB, T4X 1M9

### 3. Enforcement

- 3.1. If a request for an investigation or complaint is received in writing. BSA will proceed with an investigation using a party that is not involved in the process or action that led to the request or complaint.
- 3.2. A response will be given within 30 business days. If the complaint is justified, the BSA will take appropriate measures to address the complaint, including but not limited to:
  - 3.2.1. allowing access to the requested information.
  - 3.2.2. amending the appropriate policy.
  - 3.2.3. implementing different data and information security measures.
  - 3.2.4. addressing any issues with the appropriate volunteer or employee.

### 1. Change Control

Change Description	Approved on Date
Updated policy to new policy template	December 13,2024
Reviewed and Approved by Board	