



MISSISSAUGA GIRLS HOCKEY LEAGUE

Iceland Arena | 705 Matheson Blvd. E. | Mississauga, ON | L4Z 3X9
Info@MGHL.ca | www.MGHL.ca

MGHL PRIVACY & RECORD RETENTION POLICY

EFFECTIVE DATE

Approved, Version 1.0: January 2004; Revised, Version 1.1: September 2016.

PURPOSE

To guide the way in which the MGHL collects, uses, retains, safeguards, discloses and disposes of the personal information of prospective members, and others including players, parents, related individuals, trainers, coaches, referees, managers, volunteers and employees. This Policy ensures the MGHL will be subject to applicable legal requirements, adhere to all relevant federal and provincial privacy requirements. The Policy follows the Model Code for the Protection of Personal Information identified in the federal Personal Information Protection and Electronic Documents Act (PIPEDA). The Policy describes each principle and the method of implementing each. The MGHL will strive to meet or exceed federal and provincial requirements and will ensure that it remains current with changing technologies and laws.

SCOPE

This policy applies to all House, Rep and Women's League divisions (U7 through Senior) of the MGHL.

GUIDELINES

1.0 ACCOUNTABILITY

- 1.1. The MGHL shall designate the President, Vice President and Registrar as the Privacy Officers for the MGHL and they are jointly accountable to the Executive for compliance with this Policy. The Privacy Officers will be responsible for the MGHL's compliance with PIPEDA privacy principles and for responding to access requests in accordance with this Policy.
- 1.2. Each of the MGHL teams shall designate and identify to the MGHL and to its members an individual(s) as their Privacy Officer(s) and identify an appropriate hierarchy of contact and accountability for information.
- 1.3. The MGHL's Privacy Officer(s) will ensure that the MGHL is accountable for all personal information in its possession including that which may be transferred to a third party. Third party organizations who handle information on behalf of the MGHL shall be contractually obligated to adhere to the standards of the MGHL Privacy Policy.
- 1.4. The MGHL will implement internal policies which will facilitate adherence to the Privacy Policy including but not limited to the following:
 - Security measures at all levels designed to protect personal information in its possession.



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- Procedures designed to respond to complaints and/or inquiries.
- Staff training in all facets of information management, including awareness of the MGHL's Privacy Policy and subsequent policies and procedures developed in accordance with the policy.

2.0 IDENTIFYING PURPOSES

- 2.1. The MGHL shall only collect information necessary to conduct hockey programming. Access to our Privacy Policy and procedures will be readily available. Similarly, the process by which challenges may be made to the MGHL's compliance and/or adherence to the legislation in question shall be readily available.
- 2.2. The MGHL collects personal information for the purpose of providing hockey programming, which endeavours to meet the individual needs of each participant.
- 2.3. The MGHL recognizes that hockey by its nature is a contact sport and injuries are, to a certain extent, inherent in the game. Medical records, medical history and medical forms of the individual may be of assistance in an emergency situation and as such may be requested. While participants are under no obligation whatsoever to supply this information and may refuse to do so without penalty, the MGHL will consider receipt of this information as consent for its subsequent use in an emergency medical situation.
- 2.4. The MGHL will request permission for the use of any data collected which is extraneous to that which has been identified below, unless said usage is authorized by law.

Type of Personal Information	Purpose of Collecting
A participant's name, gender, place.	To determine that the participants residence, date of birth, geographical, division and level of play information are consistent with OWHA and Hockey Canada regulations.
Historical information concerning past teams played for.	To determine if any Hockey Canada transfer regulations apply. To determine if a release or permission to skate is required.
A participant's skill and development level and feedback on programs, honours and awards received.	To measure the success of our programs and maintain governance.
A participant's parents (if applicable) name, address, phone number(s), e-mail information and fax.	To facilitate emergency contact and ensure compliance with regulations.
Educational information.	To ensure all regulations have been adhered to.
E-mail addresses, phone and fax.	To facilitate membership communication.
Skill levels, ability, emergency contacts and health	To support the objective of providing activities in a



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concerns.	safe and secure environment.
Resumes.	To identify potential future employment candidates.
Registration information.	To conduct research studies including but not necessarily limited to hockey demographic type research. Statistics to be made available to related organizations, associations, leagues and/or related third party service providers.
Appeal/Hearing information.	To administer appeals/hearings and any related proceedings, and the rules, regulations, constitution and By Laws and Code of Conduct of the MGHL.
Information for the administration of MGHL and its players members for the safety and wellbeing of the players and the efficient administration of female hockey.	To administer the MGHL, and the players of the MGHL for the benefit and wellbeing of female hockey and of the individual participants.

- 2.5. The information will be collected via an oral and / or written agreement to allow the individual submitting information an opportunity to opt-out to the use of personal information for third parties.
- 2.6. All information is kept for the duration of seven years or as long as required to fulfill the purposes identified, unless permission is obtained from the member providing the information to hold it for a different length of time.
- 2.7. The MGHL will endeavour through its members to advise potential candidates of the purpose for the collection of their data at the time of registration. This information will be made available by reference to the MGHL website. The MGHL will endeavour to ensure that all collectors of the personal information are familiar with the potential use of the data. Any other purpose of collection will be stated at time of collection.
- 2.8. All data collected by the MGHL shall be maintained either securely in the MGHL office or in a secure electronic format. The office is listed on the MGHL website.
- 2.9. The MGHL may also use information about user access to secure areas of the MGHL website. Information you are asked to provide during your use of the MGHL website may include name, address, phone, e-mail, age, sex and will be treated within the same parameters as other personal information collected by MGHL through other means. It will always remain your choice to provide information in certain fields.

3.0 IDENTIFYING PURPOSES

- 3.1. The MGHL will use the personal information for the uses specified in Section 2.0.
- 3.2. All members of the MGHL have the ability to consent to the use of their personal information on a yearly basis. A member of the MGHL agrees that the act of registering constitutes implied consent to



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such use of their personal information by the MGHL, its teams, OWHA, OWHA leagues and Hockey Canada.

- 3.3. Beginning with the 2004/2005 season registration, members will have the opportunity to choose whether information other than name, address, phone, birth date, and information concerning registration, discipline, and honours and awards received may be kept for a longer period than otherwise mentioned.
- 3.4. If at any time you wish to withdraw your consent to the use of your information for purposes, you may do so by contacting the MGHL Privacy Officer(s) at any time, subject to legal or contractual restrictions and by providing reasonable written notice. Previous consent will be removed from the MGHL database upon receipt of a written request and that request will be communicated to the pertinent team, OWHA, OWHA league and/or individual within 10 business days.
- 3.5. The MGHL may collect personal information without consent where reasonable to do so and where permitted by law.

4.0 LIMITING COLLECTION

- 4.1. The MGHL and its teams shall only collect personal information in a fair and lawful manner as set forth in this Privacy Policy.
- 4.2. The MGHL shall not indiscriminately collect information. The amount and type of information collected shall be limited to that which is required to fulfill its identified purposes.
- 4.3. The MGHL will not use any form of deception in gaining personal information from its members.

5.0 LIMITING USE, DISCLOSURE & RETENTION

- 5.1. The MGHL, its teams, OWHA and OWHA leagues shall limit the use of personal information collected to purposes that are listed in Section 2.2 and 3.2 and will not disclose the information for other purposes except as authorized or required and permitted by applicable law.
- 5.2. Prior to enlisting the services of third party organizations, the MGHL will contractually commit those parties to treat your personal information in a manner consistent with this Privacy Policy.
- 5.3. The MGHL may disclose your personal information to a government authority that has asserted its lawful authority to obtain the information or where the association has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court, person, or body with jurisdiction to compel the production of the information or otherwise as authorized or warrant or an order made by the court, person, or body with jurisdiction to compel the production of the information or otherwise as authorized permitted by applicable law.
- 5.4. The MGHL may at its discretion release personal information for the purposes of collecting debts which may be owed to the MGHL and OWHA.
- 5.5. The MGHL shall retain documents concerning registration, performance, activities, discipline, events and honours and awards received for specific periods of time dependent upon necessity or destroyed accordingly when it is deemed appropriate. More specifically:



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- Registration data will be retained for a three year period after an individual has left the MGHL in the event that an individual chooses to return to the MGHL after leaving.
 - Parental / Family information will be retained by the MGHL for a similar three year period after a member has left our programs.
- 5.6. Other personal information will be retained by the MGHL for regulated time frames as requested by legislation governing its operation and/or the information provided, after which time the information will be destroyed in a secure manner.
- 5.7. If there are no legislative requirements to retain other information, it will be kept for a minimum of 24 months from the time it was provided.

6.0 ACCURACY

- 6.1. The MGHL shall strive to ensure to the extent that it can, that the information entrusted to it is maintained in an accurate manner. The MGHL shall attempt to maintain the privacy interests of the individual and attempt to ensure that decisions are not made for or about an individual based on personal information that may be flawed.
- 6.2. The MGHL shall only update information if a request is made in writing.

7.0 SAFEGUARDS

- 7.1. Security safeguards will be implemented to ensure your personal information is protected from theft as well as unauthorized use or access, disclosure, copying or modification thereof.
- 7.2. All information collected by the MGHL (as per 2.2) will be considered highly sensitive. As such, a high level of security will be practiced at all times.
- 7.3. Methods of protection and safeguards to be employed shall include but in no way be necessarily limited to locked files, offices and storage areas, security clearances and need to know access as well as technological measures such as passwords and encryption.
- 7.4. These measures will be subject to yearly reviews by the MGHL and its Privacy Officer(s) to ensure the best methods possible are being utilized to maximize effectiveness.

8.0 OPENNESS

- 8.1. The MGHL publicly discloses the methods by which personal information is handled. This information is readily available through its Privacy Policy, on its website or upon request by contacting the Privacy Officer(s).
- 8.2. The information available includes:
- The name address and phone number of the MGHL Privacy Officer(s).
 - The forms to access your information or change your information.
 - A description of the type of personal information and our general uses thereof (chart in section 2.4 for more details).
- 8.3. If any participant shall have a question regarding the personal information collected, the investigation may be initiated to the MGHL Privacy Officer(s), then directly to the MGHL.



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9.0 INDIVIDUAL ACCESS

- 9.1. Upon request by the individual concerned, subject to applicable legislation, the MGHL shall disclose whether or not it actually holds personal information on an individual. The MGHL shall disclose the source of this information when requested and provide an account of third parties to whom the information may have been disclosed.
- 9.2. The MGHL may request sufficient information to confirm your identity before releasing your personal information to you.
- 9.3. Subject to applicable legislation, the MGHL shall endeavour to provide this information within 30 days of receipt of the request for information and only charge minimal fees for the purpose of satisfying its expenses incurred in the supply of requested information. This information shall be provided in an understandable format.
- 9.4. A member may challenge the accuracy and completeness of the information through written request and any inaccurate information may be so validated, shall be corrected and any third parties shall be notified of the corrections as per 3.4.

10.0 CHALLENGING COMPLIANCE

- 10.1. The MGHL has established a set of procedures for the resolution of grievances in the administration of its Privacy Policy.
- 10.2. Prospective members and staff may challenge the MGHL's compliance with this policy by contacting the MGHL Privacy Officer(s). Upon receipt of a complaint, the MGHL shall make available the complaint procedures which will be simple and easy to access.
- 10.3. The MGHL shall investigate all complaints made to it. If the complaint is deemed justified, the MGHL shall take appropriate steps to ensure compliance is achieved and will make any necessary changes to its policies to allow for compliance in the future.
- 10.4. All complaints shall be addressed to the MGHL Privacy Officer(s). MGHL policies and procedures must be adhered to in order to have the challenge dealt with in an appropriate and timely fashion.

OWNERSHIP

Please contact the MGHL President at President@mghl.ca with any questions or concerns regarding this policy.