



## MANITOBA CRICKET ASSOCIATION INC.

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### Manitoba Cricket Association Policies and Procedures

### Privacy Policy

#### Revision and Review History

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#### Topics covered in this Policy

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- Background
- Personal Information
- Accountability
- Purpose
- Consent
- Limiting Collection
- Limiting Use, Disclosure and Retention
- Accuracy
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- Openness

- **Individual Access**
- **Challenging Compliance**

**1. Purpose of this Policy**

Privacy of personal information is governed by the *Personal Information Protection and Electronics Documents Act (“PIPEDA”)*. This policy describes the way that Manitoba Cricket Association collects, uses, retains, safeguards, discloses and disposes of personal information, and states Manitoba Cricket Association’s commitment to collecting, using and disclosing personal information responsibly.

**2. Background**

The Manitoba Cricket Association, was incorporated in 1972. It is the governing body for the sport of cricket in Manitoba, and provides services to members and the public designed:

- a) To enable, enhance and encourage cricket in Manitoba;
- b) To seek support from and work cooperatively with organizations, agencies, groups and individuals having aims and objectives which are consistent with those of the Cricket Association;
- c) To develop athletes, coaches and officials to represent Manitoba at regional, national and international competitions;
- d) To affiliate with and represent Manitoba to the national governing body for the sport of cricket in Canada;
- e) To uphold and administer with Manitoba, the directives of the Canadian Cricket Association and the directives of any international governing bodies with which the Canadian Cricket Association is affiliated;
- f) To act as the sole authority governing the sport of cricket in Manitoba by making, maintaining and enforcing rules consistent with the rules of the Canadian Cricket Association and any international governing body with which the Canadian Cricket Association is affiliated;
- g) To raise, use, invest and reinvest funds to support the programs it offers;
- h) To seek and accept donations, gifts, legacies and bequests for the purposes of furthering its objectives.

**3. Personal Information**

Personal information is information about an identifiable individual. Personal information includes information that relates to:

- their personal characteristics (e.g. gender, age, income, home address, phone number, ethnic background, family status): their health (e.g., health history, health conditions, health services received by them)
- their activities and views (e.g., religion, politics, opinions expressed by an individual, an opinion or evaluation of an individual).
- Name, address, phone number, cell phone number, fax number and e-mail address

- Personal information, however, does *not* include business information (e.g., an individual's business address and telephone number), which is not protected by privacy legislation.

#### 4. Accountability

The privacy officer is responsible for monitoring of information collection and data security, and ensuring that all staff receives appropriate training on privacy issues and their responsibilities. The Privacy Officer is also responsible for reviewing personal information access requests and complaints. The privacy Officer can be contacted by registered letter as follows: Privacy Officer, Manitoba Cricket Association, and 145 Pacific Avenue, Winnipeg, MB. "Confidential - to be opened by addressee only" must be clearly written on the front of the envelope.

#### 5. Purpose

Personal information will only be collected by the Manitoba Cricket Association to meet and maintain the highest standard of organizing and programming the sport of Cricket. Manitoba Cricket Association collects personal information from prospective members, members, coaches, referees, participants, managers and volunteers (as noted in 4 above) for purposes that include, but are not limited to, the following:

- a) Communicating about Manitoba Cricket Association's programs, events and activities;
- b) NCCP number, education, resumes and experience for database entry at the Coaching Association of Canada to determine level of certification and coaching qualifications;
- c) Registration at conferences, travel administration, and purchasing equipment, coaching manuals and other products and resources;
- d) Athlete biography and member club to determine eligibility, age group and appropriate level of play;
- e) Banking information, social insurance number, criminal records check, resume, and beneficiaries for Manitoba Cricket Association's payroll, company insurance and health plan;
- f) Criminal records check and related personal reference information for the purpose of implementing Manitoba Cricket Association's volunteer screening program.
- g) Personal health information including provincial health card numbers, allergies, emergency contact and past medical history for use in the case of medical emergency.
- h) Athlete information including height, weight, uniform size, shoe size, feedback from coaches and trainers, performance results for athlete registration forms, , media relations, and various components of athlete and team selection.
- i) Athlete whereabouts information including sport/discipline, training times and venues, training camp dates and locations, travel plans, competition schedule, and disability, if applicable, for Canadian Centre for Ethics in Sport inquiries for the purposes of out-of-competition drug testing.

- j) Body weight, mass and body fat index to monitor physical response to training and to maintain an appropriate weight for competition.
- k) Marketing information including attitudinal and demographic data on individual members to determine membership demographic structure, and program wants and needs.
- l) Passport and frequent flyer numbers for the purposes of arranging travel.
- m) Name, address, phone number, cell phone number, fax number and e-mail address for the purpose of providing insurance coverage, managing insurance claims and conducting insurance investigations.
- n) Special dietary needs of individuals at camps/clinics and MCA events (e.g. individuals with allergies, and ethnic groups – vegetarians, halal, etc.).

If a purpose has not been identified herein, Manitoba Cricket Association will seek consent from the individual(s) when personal information is used for a purpose not already consented to. This consent will be documented as to when and how it was received.

## **6. Consent**

- a) Consent is required to be obtained by lawful means from individuals at the time of collection, prior to the use or disclosure of the personal information. If the consent to the collection, use or disclosure was not obtained upon receipt of the information, consent will be obtained prior to the use or disclosure of that information. Manitoba Cricket Association may collect personal information without consent where reasonable to do so and where permit by law.
- b) By providing personal information to Manitoba Cricket Association, individuals are consenting to the use of the information for the purposes identified in this policy.
- c) Manitoba Cricket Association will not, as a condition of a product or service, require an individual to consent to the collection, use or disclosure of information beyond that required to fulfill the specified purpose.
- d) An individual may withdraw consent to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions, provided the individual gives one week's notice of such withdrawal to Manitoba Cricket Association. The Privacy Officer will advise the individual of the implications of such withdrawal.

## **7. Limiting Collection**

All personal information will be collected fairly, by lawful means and for the purposes as specified in this policy. Manitoba Cricket Association will not use any form of deception to obtain personal information.

8. **Limiting use, Disclosure and Retention**

- 1) Personal information will not be used or disclosed by Manitoba Cricket Association for purposes other than those for which it was collected as described herein, except with the consent of the individual or as required by law.
- 2) Personal information will be retained for certain periods of time in accordance with the following:
  - a) Registration data and athlete information will be retained for a period of three years after an individual has left a program of Manitoba Cricket Association;
  - b) Parental/family information will be retained for a period of three years after an individual has left a program of Manitoba Cricket Association;
  - c) Information collected by coaches will be retained for a period of three years after an individual has left a program of Manitoba Cricket Association;
  - d) Employee information will be retained for a period of seven years in accordance with Canada Revenue Agency requirements;
  - e) Personal health information will be immediately destroyed when an individual chooses to leave a program of Manitoba Cricket Association.
  - f) Marketing information will be immediately destroyed upon compilation and analysis of collected data.
  - g) As otherwise may be stipulated in federal or provincial legislation.
- 3) Personal information that is used to make a decision about an individual will be maintained for a minimum of one year of time to allow the individual access to the information after the decision has been made.
- 4) Manitoba Cricket Association may disclose personal information to a government authority that has asserted its lawful authority to obtain the information or where Manitoba Cricket Association has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with subpoena or warrant or an order made by the court or otherwise as permitted by applicable law.
- 5) Documents will be destroyed by way of shredding and electronics files will be deleted in their entirety. When hardware is discarded, Manitoba Cricket Association will ensure that the hard drive is physically destroyed.

9. **Accuracy**

Manitoba Cricket Association will use accurate and up-to-date information as is necessary for the purposes for which it is to be used, to minimize the possibility that inappropriate information may be used to make a decision about an individual.

**10. Safeguards**

- 1) Personal information is protected by security safeguards appropriate to the sensitivity of the information against loss or theft. Unauthorized access, disclosure, copying, use or modification is strictly prohibited by law. Anyone found to be in breach will be subjected to criminal prosecution.
- 2) Methods of protection and safeguards include, but are not limited to, locked filing cabinets, restricted access to offices, security clearances, need-to-know, access technological measures including the use of passwords, encryption and firewalls.
- 3) The following steps will be taken to ensure security:
  - a) Paper information is either under supervision or secured in a locked or restricted area.
  - b) Transmittal of information will be by registered mail. Any transmittal of electronic information will be password protected.
  - c) Storage of all Privacy Protected information will be stored in a secure location or locked office where applicable or permissible.

**11. OPENNESS**

- a) The Manitoba Cricket Association must advise the individual(s) in writing the purpose and reason for soliciting personal information.
- b) If the information is not used for the originally intended purposes, the information must be immediately destroyed in a secure manner i.e. shredding paper information, placing in secured classified waste container and for electronic data, destroying any portable recording device.