



Confidentiality & Privacy Policy

In connection with its operation of soccer programs and its soccer camps and related activities, LM Premier Football Academy engages in the collection of personal information. The personal information collected is largely that of children, who are the vast majority of participants in these activities, although personal information of coaches, managers, parents and others who are not employees is also collected. The information is collected to identify children, place them by age and gender in appropriate teams, communicate with children and their parents, coaches and managers regarding team activities, facilitate their participation in outside soccer events, and register them as required with Ontario Soccer.

The Personal Information Protection and Electronic Documents Act (PIPEDA) and the Canadian Anti-Spam Legislation requires that rules with respect to the protection of personal information be established by organizations such as the Academy. We consider this an important goal, particularly in connection with participants in our programs who are children. As such, the following rules will apply:

1. All personal information, especially with respect to children, will be kept strictly confidential. The only personal information to be collected in connection with team registration will be the child's name, address, telephone number, gender, age and parental contact information, including email address. For coaches and managers, the information will consist of name, address, telephone number, gender, age and email address, and certification information, as applicable. In addition, coaches and/or managers are authorized by the Academy to request and collect health card information for children on their respective teams, for the current season only, to be used only in the case of a medical emergency, if and when a parent or guardian is not present.

2. Personal information of children, coaches and managers shall be maintained in hard copy and electronic copy by the Academy Administrator. All information is securely stored. Archives of data files obtained from Ontario Soccer and/or information from online registration will be maintained accordingly.

3. Staff may have personal information related to the current season's players at home in hard copy to facilitate initial team organization only, as may coaches and managers of teams, for the duration of the current season only. Players' personal information is to be destroyed at the end of the current season. All documentation containing personal information with respect to players is to be returned at the end of the season to the Academy Admin for shredding, except that mailing list information from previous years shall be maintained by Academy staff to facilitate continuing Academy participation by players. There are no exceptions to these rules.





4. Personal information with respect to children is not to be shared with any outside club, organization, person, or entity, and in particular, commercial organizations, without the express written consent of parents, or players over 18, and of the Academy Director or Administrator. However, the Director/Administrator hereby expressly consents to coaches providing the names, addresses, ages and gender of players to (a) other clubs, to facilitate their participation in tournaments (or an inter-club league), provided that the player's parents (or the player, if over 18 years of age) consents, and (b) Ontario Soccer, to maintain player registration.

5. Contact information, including children's names, parent's names, email addresses and telephone numbers, coaches' names, email addresses and telephone numbers, may be shared by coaches and managers within a team for the purpose of facilitating transportation to games, practices and tournaments. Other personal information, especially with respect to children, shall not form part of this communication.

6. Personal information regarding medical conditions, in particular, is to be kept strictly confidential, and shall not be communicated to anyone by the person receiving such information from the parent or player without the express written consent of the parent (or player, if over 18 years of age). Academy staff are not to provide personal information regarding a player to any person, other than a coach or manager who has a reasonable need to contact the parent of a child on his or her or other team. When in doubt Academy staff should direct such inquiries to the Administrator or Director.

7. Any parent (or player, if over 18 years of age) is entitled to know of the existence, use and disclosure of his or her personal information and that of his or her child, and to amend incorrect information, upon request. This entitlement is subject, however, to superseding court orders. Custodial parents with court orders which have or may have the effect of precluding the other parent from having or amending such information are required to file a copy of the order with the Academy Administrator.

8. In accordance with statute and upon proper request, LM Premier is required to provide, a list of members to a member, or a member's attorney or legal representative. The list may only be used in connection with

- (a) requisitioning a meeting of the members; or
- (b) another matter relating to the affairs of the Academy.





9. Only with express consent will LM Premier photograph and/or record children's images and/or voices on still or motion picture film and/or audio tape. The use of this material is restricted to the promotion of soccer through the media of newsletters, websites, television, film, radio, print and/or display form. LM Premier may use team or individual pictures and will only publish a child's first name for publications/events run by the Academy's Parents/Guardians may withdraw consent from this arrangement at any time. LM Premier is NOT responsible for the prevention of individual photography or videography or any other form of recording during soccer activities.

10. All inquiries, requests, and/or complaints regarding personal information and privacy issues, including photography/videography shall be directed, in writing, to the Director or Administrator.

