

Greater Renton-Tukwila Youth Soccer Association

Title: Policy on Control of Personal Information

Policy and Procedure Number: 004

Revision: NEW

Approval Date: June 8, 2005

A. Purpose

This policy defines what is considered personal information and how it is to be controlled. Personal information is collected only as required to organize the league, verify player ages and to provide contacts to organize and communicate with team members.

B. Definition

1. Personal Information – Includes names, addresses, phone numbers, email address, birth dates, birth certificates, and any other information that uniquely identifies an individual.

C. Authority Reference

WYS Rule 204.6 - Proprietary Rights

D. Requirements

Personal information will be reasonably protected during its life.

1. Create

Players and their parent/guardian on official registration forms provide personal information to the club registrar. Personal information is also collected for club officials through the Risk Management forms and meeting attendance rosters.

2. Collect and Maintain

Personal information is maintained in paper form and in databases. Reasonable steps shall be taken to limit access to personal information to authorized association and club officials.

3. Share

Rosters of personal information shall be shared with WYS for official purposes. Personal information is otherwise not shared outside the association.

4. Destroy

Records will be periodically reviewed and those no longer required will be purged. Reasonable steps will be taken to purge records so that personal information cannot easily be recovered.