



## Little League Baseball Canada

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### Petite Ligue de Baseball du Canada

# Privacy Policy

Little League Baseball Canada recognizes the importance of privacy and the sensitivity of personal information. As a sports organization responsible for operating children's baseball leagues in Canada, we have an obligation to keep confidential all information we receive in connection with our charter commitments. We are committed to protecting any personal information we hold. This Privacy Policy outlines how we manage personal information and safeguard your privacy.

**Your privacy rights** - All Little Leagues in Canada are responsible for the personal information they collect and hold. Personal information is any information that identifies you or by which your identity could be deduced. If we did not collect and use your personal information we could not function as a children's sports organization.

**How do leagues collect your personal information?** Leagues collect your personal information directly from you when you register your child to participate in league play. By doing so you are agreeing to use of the information provided and to local leagues' posting on the Little League website of images, action photographs, and photographic transparencies of individuals as participants in league and tournament play together with team and individual statistics and the like.

**Disclosure of your Personal Information** - Our Little Leagues do not disclose your personal information to any third party to enable them to market their products and services. Little League Baseball Canada may, from time to time, send information on behalf of our partners / sponsors that may be of interest to our membership.

Under certain circumstances, our Little Leagues will disclose your personal information:

- when called for in the course of organizing house league, tournament team, and tournament play;
- when exchanging information with Little League Baseball Canada and Little League Baseball and Softball International;
- when exchanging information with insurers;
- when we are required or authorized by law to do so;
- when you have consented to the disclosure;
- if the information is already publicly known.



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---

**Updating your information** - If, during the course of your child's participation in Little League play, any of your information changes, please inform your local Little League so that the necessary changes can be made.

**Is my personal information secure?** Our Little Leagues take all reasonable precautions to ensure that your personal information is kept safe from loss, unauthorized access, or disclosure. Among the steps taken to protect your information are:

- premises security;
- restricted file access to personal information;
- deploying technological safeguards like security software and firewalls to prevent hacking or unauthorized computer access;
- internal league security policies.

**Access to your personal information** - Access to any personal information your league holds about you is available on request. If your request for access is refused, your league will explain why.

**Communicating with your league** - You should be aware that e-mail is not a 100% secure medium and you should be aware of this when contacting your league to send personal or confidential information.

**Changes to this Privacy Policy** - Since Little League Baseball Canada regularly reviews all of its policies and procedures, we may change our Privacy Policy from time to time.



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## The 10 Privacy Principles from the Canadian Standards Association Model Code for the Protection of Personal Information

- **Accountability:** an organization is responsible for personal information under its control and shall designate an individual or individuals who are accountable for the organization's compliance with the following principles.
- **Identifying Purposes:** the purposes for which personal information is collected shall be identified by the organization at or before the time the information is collected.
- **Consent:** the knowledge and consent of the individual are required for the collection, use, or disclosure of personal information, except where inappropriate.
- **Limiting Collection:** the collection of personal information shall be limited to that which is necessary for the purposes identified by the organization. Information shall be collected by fair and lawful means.
- **Limiting Use, Disclosure and Retention:** personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by the law. Personal information shall be retained only as long as necessary for fulfilment of those purposes.
- **Accuracy:** personal information shall be as accurate, complete and up-to-date as necessary for the purpose for which it is to be used.
- **Safeguards:** personal information shall be protected by security safeguards appropriate to the sensitivity of the information.
- **Openness:** an organization shall make readily available to individuals specific information about its policies and practices relating to the management of personal information.
- **Individual Access:** upon request, an individual shall be informed of the existence, use and disclosure of his or her personal information and shall be given access to that information. An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

Challenging compliance: an individual shall be able to address a challenge concerning compliance with the above principles to the designated individual or individuals for the organization's compliance.