

JUDO ALBERTA PIPEDA AGREEMENT

Club Name: _____

Club Privacy Officer's Name: _____

1. The personal information you provide to your Judo club is collected under the authority of the PIPEDA (Personal Information Protection and Electronic Documents Act) privacy bill for Canada. It is used to determine your eligibility for competitive and recreational opportunities, age related events, for class placement, to facilitate your enrolment, to administer and evaluate programs/courses of benefit to athletes, coaches, Board Members, volunteers and referees, and for insurance and statistical purposes. In addition, personal information may be, from time to time, submitted to major funding bodies in order to verify registration and meet the funding requirements. This information will be transferred in a safe format. It will be password protected and will be sent as hard copy only.
2. Member clubs of Judo Alberta collect information from their members when they register to take part in a Judo program. Information is also collected from Board Members, volunteers, coaches and referees in order that the members can be registered with Judo Alberta and Judo Canada. Registration information required by these National Governing Body for Judo may include: name, age, birth date, address, gender, emergency contact information in case of accident or illness, competitive level attained and citizenship information.
3. Your club's Privacy Officer, as well as the Privacy Officer for JUDO ALBERTA, are responsible for your personal information, and the personal information concerning any minor children, and they ensure that all personal information is handled in a confidential manner, and all reasonable precautions are taken to avoid loss, theft or unauthorized access, disclosure, copying, use or modification. Any requests to view your personal information should be made in writing to the board appointed club privacy officer or the JUDO ALBERTA board appointed provincial Privacy Officer (JUDO ALBERTA, 11759 Groat Road, Edmonton, AB T5M 3K6) The JUDO ALBERTA privacy officer contact information will be posted at www.judoalberta.com in accordance with required notification procedures.

Please fill in and sign the following form, indicating that you allow the transmission of personal information from the Alberta clubs to the Judo Alberta office, and the subsequent transmittal of personal information as indicated in Paragraph 1 & 2 of this document. **Failure to submit this form will constitute denial of membership from Judo Alberta.**

Name: _____

Signature: _____

Date: _____

Phone Number: _____

Email: _____

Name of Participant or Name of Parent/Guardian of participant if under the age of 18: _____

Signature of Participant or Signature of Parent/Guardian of participant if under the age of 18: _____

For Club Use Only:

Copy taken for Club Files Date: _____
Originals Submitted to JUDO ALBERTA Date: _____
Exclusion List Sent to JUDO ALBERTA Date: _____

For JUDO ALBERTA Use Only:

Received Date: _____
Exclusion List Sent to Judo AB Date: _____

JUDO ALBERTA
Image and Information Release Form

Club Name: _____ Club Privacy Officer's Name: _____

Members of Judo may have their image, likeness, name (excluding personal address, phone, fax number, and/or email address), province, city/town, and club, as well as rank within Canada used in publications and on the internet by JUDO ALBERTA as well as its agents and sponsors from time to time. When signing this form, athletes, volunteers, coaches, referees and, in the case of minors, their parent/guardian, agree that they have the authority to provide this authorization/approval to JUDO ALBERTA. A facsimile, a scanned and emailed copy, or a photocopy of this form shall be deemed to constitute an original signed document.

1. I allow the use of personal information as outlined above, and image in JUDO ALBERTA and Club Media, including newsletter, website, poster, brochure, video, sponsorship packages.

YES *(If yes, please sign and date the following form)*

NO *(If no, please indicate in question 2.0 if there are any media in which your, or your child's image, name or information may NOT appear.)*

2. This is a list of the media in which a likeness or information might appear. Please check all media which you **DO NOT** permit:

2.1 JUDO ALBERTA and/or Club Newsletter, including results of competitions, and stories and games from athletes

2.2 JUDO ALBERTA and/or Club Website, including celebrations of events and activities that take place in the province

2.3 JUDO ALBERTA and/or Club Poster

2.4 JUDO ALBERTA and/or Club Brochure

2.5 JUDO ALBERTA and/or Club Video

2.6 JUDO ALBERTA and/or Club Sponsor Package

Name: _____ Signature: _____

Date: _____ Phone Number: _____

Name of Participant or Name of Parent/Guardian of participant if under the age of 18: _____

Signature of Participant or Signature of Parent/Guardian of participant if under the age of 18: _____

If Photographs of the athlete are provided to JUDO ALBERTA or to your club, please send each photograph together with the photographer's express written permission for JUDO ALBERTA or your club to use the photograph(s) on the internet, in publications related to Judo, and in sponsorship materials for Judo.

Failure to submit this form will constitute denial of membership from Judo Alberta.

For Club Use Only:

Copy taken for Club Files Date: _____
Originals Submitted to JUDO ALBERTA
Date: _____

For JUDO ALBERTA Use Only:

Received Date: _____
Exclusion List Sent to Judo Alberta Date: _____

Exclusion List

Name	Media NOT wanted					
	Newsletter	Website	Poster	Brochure	Video	Sponsor package

CONFIDENTIALITY AGREEMENT

Each club in Alberta has a legislated responsibility to respect the confidentiality of the information that is submitted through the registration process to the club. The Registrar and the Privacy Officer should each be provided with the information regarding PIPEDA, and understand that they are to guard and respect the privacy of the individuals with whose information they are entrusted.

In addition to the Registrar and Privacy Officer, coaches also have a great deal of information about the children in their care, which is private and should not be released without permission from the individuals and/or their parents.

The following contract should be signed by those people who have custody of personal information within the club structure. This would include the coaches, Privacy Officer and registrar, as well as any board members who have access to private contact or medical information. Time should be taken by the registrar and/or head coach to reinforce the importance of maintaining the privacy of all athletes, volunteers and coaches.

THIS AGREEMENT made the _____ day of _____, 2003.

BETWEEN: (Name) _____
of the city of _____, in the province of Alberta

OF THE FIRST PART

and
(Name of Organization) _____ under the laws of the province of Alberta
(hereinafter called Judo Alberta)

OF THE SECOND PART

WHEREAS _____ is a volunteer or coach of **Judo Alberta**;

AND WHEREAS the parties hereto acknowledge and agree that it is vital to the continued business of **Judo Alberta** that the internal business and affairs the organization be kept in the strictest confidence;

NOW THIS AGREEMENT WITNESSETH that, in consideration of the premises and of the mutual covenants and agreements herein contained, it is mutually covenanted, agreed and acknowledged by and between the parties hereto that:

1. (Name) _____ shall keep all information pertaining to or concerning **Judo Alberta** and their past, present, potential and future **enrollees** in the strictest confidence and shall not disclose, without the consent of **the organization**, any such information to third parties.
2. No party to this Agreement shall be obliged to keep in confidence or shall incur any liability for disclosure of information which:
 - (a) was already in the public domain or comes into the public domain without any breach of this Agreement by such party;
 - (b) Is required to be disclosed pursuant to applicable laws or pursuant to policies or regulations of any regulatory authority or private or public body having jurisdiction over a party; or
 - (c) is required to be disclosed at any arbitration or legal proceeding.
3. This Agreement shall be governed by or construed exclusively in accordance with the laws of the province of Alberta, Canada.
4. In this Agreement, the singular includes the plural and gender refers to all genders.
5. This Agreement contains the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, negotiations, representations and proposals written or oral, relating to its subject matter.
6. Any term or provision of this Agreement can be modified only with the written consent of both parties. The failure of either party to exercise any right or to insist on strict compliance with the provisions hereof shall not constitute a waiver of the provisions of this Agreement with respect to any other or subsequent breach hereof nor a waiver of its right to require strict compliance with the provisions of this Agreement.

- 7. Each party shall take all such actions as may be necessary or desirable to implement the provisions of this Agreement to their full extent.
- 8. This Agreement shall not be assigned.

IN WITNESS WHEREOF the parties hereto have hereunto respectively set their hands and seals as of the date hereof.

SIGNED, SEALED AND DELIVERED

in the presence of:

Witness: _____
Name Signature

Organization's full Name _____

Per: Authorized Signing Officer _____
Name Signature

Volunteer/Employee and/or Coaches Full Name

Name Signature

Explanation of PIPEDA

The **Personal Information Protection and Electronic Documents Act** (called PIPEDA for short) is part of a world-wide initiative that regulates the use and disclosure of personal information. The European union has had similar legislation since 1998, but the final introduction of this legislation becomes effective on January 1, 2004.

All the Judo clubs in Alberta are required to follow the rules in this legislation, and even though the clubs and the provincial federation are non-profit corporations, we still have to follow the same rules as commercial enterprises and businesses.

There are 10 principles governing the use and disclosure of personal information, and the forms that parents and club members have to sign this year are meant to reflect these principles.

1. **Accountability:** All clubs must appoint a privacy officer who is responsible for protecting all personal information held by the organization or transferred by the organization to another person or organization.
2. **Identifying the purposes for the Collection of Personal Information:** All the possible reasons for the collection of different types of information must be identified prior to the collection of personal information. The form must answer the question of why the information is collected or needed, and ensure that the purposes are limited to what a reasonable person might expect.
3. **Obtain Consent:** All information may only be collected with the consent of the person. Any changes in the purposes for which the information might be used must receive subsequent consent.
4. **Limiting Collection:** Personal information collection must be limited to what is absolutely needed.
5. **Limiting Use, Disclosure and Retention:** Guidelines must be put in place, as well as procedures, to dictate how information will be stored, used, transferred, and destroyed.
6. **Ensuring and Maintaining Accuracy:** All effort must be made to avoid incorrect information, and efforts must be made to verify the accuracy, completeness and timeliness of the information.