



## **BMFA WAIVER**

The Burlington Minor Football Association (“BMFA”) is committed to protecting any personal information you share in the course of doing business with us. This Policy governs BMFA’s collection, use and/or disclosure of an individual’s personal information. This Privacy Policy also applies to your use of the BMFA website (the “Website”).

### **Accountability**

BMFA is accountable for all personal information under its care and control. BMFA’s Privacy Officer and/or Communications Director is/are designated as the person responsible for the Privacy Policy and for the personal information received by BMFA. The Privacy Officer/Communications Director can be reached by email at: [communications@burlingtonfootball.ca](mailto:communications@burlingtonfootball.ca).

### **Purpose**

BMFA is required to collect and use personal information in order to operate and promote its programs. In particular we are required to collect personal information such as date of birth, address, and/or email address, height, weight, and certain medical information. We will also collect personal information in order to maintain and process credit card transactions, to respond to employment requests, to administer and process surveys, special promotions and contests, for other marketing activities, as well as to maintain accounts, to process and deliver invoices and statements, and other internal administrative functions.

Your IP address, your computer’s operating system, the browser type and language are automatically collected each time you use the Website. Moreover, the identity of the website you came from will also be collected, as will your web request and the date and time of your visit and the site pages visited. Other information such as your name, address, and e-mail address (“contact information”) is collected in order to allow us to administer the Website, to identify and contact users and in order to conduct Website maintenance. For audit and other internal and administrative purposes BMFA may also keep a record of all information you contribute to the Website.

BMFA is not responsible for the content or the privacy policies of websites to which you may link to from our Website and our Privacy Policy does not apply to websites to which you may link. BMFA cannot guarantee the security of any information you provide to any other website.

### **Limits for Collecting, Using, Disclosing and Retaining Personal Information**

BMFA, unless required by law, does not collect, use or disclose personal information, except where it has obtained consent.



In all cases, BMFA limits the amount and type of information collected to that which is necessary to meet the purposes described above. BMFA undertakes to keep all personal information it collects strictly confidential. All information that does not have a specific purpose or that no longer fulfills its intended purpose will be destroyed in a secure fashion. BMFA will only retain personal information for the duration of its intended use or as otherwise required by law.

From time to time, BMFA may provide personal information to third parties who administer our programs and services and/or govern our activities. BMFA does not sell, rent, loan, trade, or lease any personal information collected.

### **Safeguarding Your Personal Information**

BMFA respects individuals' privacy and will protect that privacy as vigorously as possible. BMFA stores personal information in electronic and physical files that are secure and to which access is restricted.

### **Accuracy of Personal Information**

BMFA makes every effort to keep personal information accurate, complete, and current. BMFA will update any changes to personal information, when received. If BMFA holds personal information about an individual which can be established by the individual to be inaccurate, BMFA will take reasonable steps to correct it.

### **Access to Personal information**

All individuals have access to personal information, when requested. BMFA will respond to written requests within thirty (30) days of receiving notice. BMFA will keep records of enquiries and/or objections and will document their resolution. BMFA will conduct all investigations in a timely, fair and impartial manner.

### **Changes to the Privacy Policy**

BMFA reserves the right to modify or supplement this Privacy Policy at any time. If we make a change to this Privacy Policy, we will post such changes on the Privacy page of the Program and make such revised policy and changes available upon request to BMFA Support. BMFA will obtain the necessary consents required under applicable privacy laws if it seeks to collect, use or disclose your personal information for purposes other than those to which consent has been obtained unless otherwise required or permitted by law.