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| Pacific Northwest Swimming Rules and Procedures | Member Personal Information Privacy |
| Index AD-06-04 | Effective Date: 10/14/19 |
| 1/22/2007: Original, Created to officially document PNS policy with respect to personal member information 10/14/2019 Removed board of review references. | |

1. PNS Member Personal Information Privacy

- a. In order to efficiently operate a youth athletic organization, PNS must, from time to time, collect some personally identifiable information concerning its members, coaches, officials, and parents or other participants. Examples of this type of information include but are not limited to member name, age, address, phone number(s), email address(es), membership number and birth date. PNS recognizes the trust inherent in the provision of personally identifiable information and the responsibility that PNS bears to apply appropriate protections on this information. As such, it is the policy of PNS that:
- i. **Collected information** - Personally identifiable information collected by PNS will be limited to only that information deemed reasonably necessary to perform PNS or USA Swimming programs and to ensure safe and fair competitive programs.
 - ii. **Release to third parties** - With the exception of providing registration information to USA Swimming, ensuring accurate meet entries for PNS, other USA Swimming or FINA competitions, or performing necessary employment or 'position of authority' background checks, PNS will not sell or otherwise transfer personally identifiable information at any time to external or internal third parties, including LSC membership, without express written approval from a responsible adult, parent or guardian.
 - iii. **Protecting email addresses**
 - (1) PNS Staff and Board of Directors may occasionally deem it necessary to initiate sending information to all or specific portions of membership. In these cases, without express written approval from a responsible adult, parent or guardian, PNS will use a "Blind CC:" or equivalent emailing capability to hide recipient email addresses.
 - (2) Responses to PNS membership initiated emails from PNS Staff and Board of Directors do not need to use the "Blind CC:" or equivalent capability.
 - (3) Emails to and among PNS Staff, Board of Directors, and House of Delegates representatives need not use the "Blind CC:" or equivalent capability.
 - (4) At the request of any PNS Board of Directors or PNS Committee member and for the duration of their membership on the board or committee, PNS may provide a 'virtual' email address that points to an email address of the member's choice. Any board or committee member may choose not to provide a destination email address or may 'opt out' of having this service by notifying the Administrative Vice Chair.
 - iv. **Compliance with USA Swimming Privacy Policy** – PNS will comply with the latest USA Swimming Privacy policy which can be found on the USA Swimming website and limits the collection of personally identifiable information to only that necessary to perform USA Swimming or LSC business and further limits public publication (including electronic publication) of data to name, age in years, club affiliation, event results (time) and place, and any awards or honors.
 - v. **Compliance with USA Swimming Online Privacy Policy** – PNS will comply with the latest USA Swimming Online Privacy statement which can be found on the USA Swimming website and requires full compliance with the 1998 Children's Online Privacy Protection Act (COPPA).
 - vi. **PNS Website Content** – The PNS website may contain links to other sites whose information practices may be different from those of PNS. When asked for personal information, visitors to those sites should consult the privacy notices on those sites. PNS will not knowingly link to or republish articles or other content, even if publicly available, that contain personally identifiable information beyond that allowed under the USA Swimming Policy.