

## **A.K. SOCCER ACADEMY PRIVACY POLICY**

This Policy describes the way that A.K. Soccer Academy (“AKSA”) collects, uses, retains, safeguards, discloses and disposes of the personal information of prospective members, members, and others, including players, coaches, referees, managers and volunteers.

AKSA will appoint a staff person whose responsibilities will include those of the implementation and monitoring of the AKSA Privacy Policy. The person will be responsible for AKSA's compliance with the privacy principles. This person will also be responsible for responding to access requests in accordance with this Policy. This person will report to Policy Chair and the ultimate responsibility for Privacy issues will rest with the AKSA Board of Directors. This person may at his/her discretion enlist assistance from other staff members and/or volunteers within the AKSA family. This will not in any manner mitigate his/her responsibility for privacy issues.

This person's identity will be fully disclosed and publicly accessible to AKSA's members and the public in general. This person can be reached at [privacy@aksocceracademywpg.com](mailto:privacy@aksocceracademywpg.com)

This person will ensure that AKSA manages all personal information in its possession in accordance with this Policy including that which may be transferred to a third party. Third party organizations who handle information on behalf of AKSA shall be contractually obligated to adhere to the standards of AKSA.

AKSA will take security measures at all levels designed to protect personal information in our possession. AKSA will implement procedures designed to respond to complaints and/or inquiries. AKSA will train all coaches, volunteers and staff of AKSA, in all facets of information management, including awareness of AKSA's Privacy Policy and policies and procedures developed in accordance with the Policy.

### ***Types of Information Collected***

AKSA collects personal information from parent(s) or guardian(s), volunteers and coaches, as the case may be, for the following:

- a player's name, address and date of birth (or identify as a gender) are collected to determine what age group the youth player will be participating in;
- information as to a youth player's parents' name, address, telephone numbers and email addresses may be collected in order to facilitate emergency contact information; and
- e-mail addresses may be collected for the purposes of facilitating membership communication related to upcoming events and programs.
- player medical information collected by AKSA

### ***Media Release including Photos and videos***

- AKSA, with consent, has the right to take photos and videos of Academy members including Players, Parents and Staff members for the purposes of marketing or showcasing AKSA through Social Media using the AKSA Website, Youtube, Facebook, or Instagram as well as Posted in Magazine/Print Ads. This includes posters and advertisements posted at Skylight facility.
- Media Release Form must be signed by each AKSA Player and Parent, AKSA Staff Member - yes for consent and No for no consent and record must be kept.
- At anytime if AKSA Player/Parent and or Staff member decides to withdraw consent, a new form will be required to be filed out and a record kept.

### ***Consent***

AKSA will use the personal information for the uses specified above. By providing your information to AKSA you are deemed to consent to our use of the information for the purposes of our soccer program.

If at any time you wish to withdraw your consent for the use of your information for any purposes, you may do so by contacting Policy Chair. We will do our best to accommodate your request in a timely fashion.

### ***Limitations to Collection of Information***

AKSA shall not unsystematically collect information. The amount and type of information we collect shall be limited to that which is required to fulfill our identified purposes.

AKSA will not use any form of deception in gaining personal information from its members.

AKSA shall limit use of personal information it collects to purposes that we have disclosed above.

AKSA shall maintain information for certain periods of time dependent upon necessity.

### ***Safeguards***

Methods of protection and safeguards to be implemented shall include but in no way be limited to locked files, offices and storage areas, security clearances and need to know access as well as technological measures such as passwords and encryption.

## ***Openness***

AKSA publicly discloses the methods by which we handle your personal information. This information Policy Chair.

## ***Procedure for filing a Complaint***

AKSA has in place procedures for the resolution of grievances in the administration of its Privacy Policy.

All complaints should be forward, in writing, to Policy Chair.

AKSA shall investigate all complaints. If the complaint is deemed justified AKSA shall take the appropriate steps to ensure that compliance is achieved and will make changes to its policies to allow for compliance in the future. Members must comply with all of AKSA's policy if not violations will be subject to disciplinary action potentially leading up to prosecution if deemed necessary.