



RMHA Privacy Policy

Throughout the season as a volunteer such as a coach, manager, trainer or on-ice assistant you may receive personal information about our members. Personal information is any information that can be used to distinguish, identify or contact a specific individual.

Renfrew Minor Hockey Association (RMHA) highly values the privacy of its members and their personal information. Please adhere to the following practices when collecting, maintaining and using personal information:

Team / Player Lists

- Coaches, managers, and trainers may be provided with team lists containing basic contact information for each player including names, birthdates, school, address, telephone numbers, email addresses and parents' names.
- Player information should only be used and accessed by those who have been sent it directly by RMHA. Do not forward player information or team lists to anyone outside of your approved bench staff.
- Please notify us immediately at registrar@renfrewminorhockey.ca if you misplace this information.
- Please ask your team for their permission to share their contact information with each other. Please BCC emails whenever you communicate until you have done so.
- You should be aware that some members may not wish to have certain information distributed to the team. These wishes should be respected. Please be sure to ask permission to include email addresses for players under 18 years.
- Player information is for the purposes of team communication and program organization only. RMHA prohibits the distribution of membership information to any outside party. RMHA also prohibits the use of membership information to solicit interest in external organizations, products or services.

Confidential Player Medical Information

- Player medical information is intended for inclusion in the team medical kit that should be at every practice and game. This information is confidential.
- Storage, privacy, and correct use of player medical information is the responsibility of the team trainer.
- Player medical information should be returned to the player (or guardian) or destroyed at the end of the season.



Team Information Sites (ie. Facebook, RMHA Website, Google Drive, social media)

Some teams may establish Team Information Pages on various websites to upload photos and other documents pertinent to the team. Please be aware that when you post information or photographs this becomes public information. Team pages are a great way for teams to communicate and create team spirit with comments and pictures. RMHA encourages the use of Sportsheadz for teams to share messages within your team for the season and can be managed through the Backoffice of the RMHA website

However, as this is public information, individual privacy must be respected:

- Please receive permission from all players before using the Team Information Pages
- Team membership information should NEVER be posted to the team pages.
- The names of junior players should not be posted without specific permission.
- You need to seek permission before posting a photo (see below).

Photos

- If team staff or parents are interested in taking pictures at a game or event, RMHA recommends they check with the other parents at the beginning to make sure this is acceptable and respect the wishes of any parent or player who objects.
- In terms of distributing or posting photos, anyone who is identifiable in a photo should give permission to have that photo shared. If the player is under 18 years, permission must be granted by a parent or legal guardian. "Identifiable" usually means that the person's face is visible. If players are not readily identifiable because they are in a large group, only their backs are showing, they are far away, or are covered (such as a goalie), then it may be acceptable to share the photo.
- Players under 18 years should never be identified by name in a photo in a public posting, unless permission has been given by a parent or legal guardian. If a photo is posted and a player or parent objects, please remove the photo right away

If you have any questions or comments about these guidelines, please contact secretary@renfrewminorhockey.ca