



## CLUB OFFICIALS ADMINISTRATOR – REGISTRATION SYSTEM ACCESS COMPLIANCE DECLARATION

*Complete and submit to Swim Alberta for access to the Registration Tracking and Results System (RTR)*

Swim Alberta's registration data is confidential information protected under federal and provincial Acts. This information is not to be divulged to outside agencies. Best judgement must be applied when asked for contact information from people outside the Alberta swimming community. The club must ensure that the information requested is reasonably associated with the organization's functions and is used according to the purposes that were expressed to the registrant upon collection.

The Club Registrar is the primary custodian of the registration data for each club. If another representative in the Club requires access to the RTR, a compliance declaration must be completed and sent to Swim Alberta.

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### COMPLIANCE DECLARATION

As CLUB OFFICIALS ADMINISTRATOR for my Club, I agree that I will not share my access code to the RTR with anyone without the consent of Swim Alberta. I recognize that the registrant's personal information is private and confidential and must be protected according to PIPEDA and respective provincial Acts; I will use the system as it is intended.

CLUB NAME: \_\_\_\_\_

COA Information:  
Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Email (required for access) \_\_\_\_\_

President Information:  
Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_