



CLUB OFFICIALS ADMINISTRATOR WAIVER



Swim Alberta's officials data is confidential information protected under federal and provincial Acts. This information is not divulged to outside agencies. Best judgement must be applied when asked for personal 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 that the information will be used according to the purposes that were expressed to the registrant upon collection.

The Club Officials Administrator is the primary custodian of the officials data for each club. The Club Officials Administrator's direct resource for guidance or assistance is Swim Alberta. The Club Officials Administrator assumes the responsibility of educating each official within the club, of the requirement to respect and protect the confidentiality and privacy of personal information. The Club Officials Administrator is responsible for removing access to the system access for inactive users.

Registrants can view, correct and/or update their personal information within the database at any time by accessing their information in system with their username and password as created by them when activated by the Club Officials Administrator.

Upon completion of club's annual affiliation with Swim Alberta including submission of this waiver, the Club Officials Administrator will be given password protected access to the Swimming Canada National Registration site.

DECLARATION

As Club Officials Administrator for my club, I agree that I will not share my username and password for the registration system with anyone without the consent of Swim Alberta. I recognize that the officials personal information is private and confidential and must be protected according to PIPEDA and respective provincial Privacy Acts; I will use the system as it is intended, for the purposes of maintaining the club officials data with Swim Alberta. I understand and agree to the obligation to enter current and accurate data for each official and maintaining each official's officiating record.

CLUB NAME: _____

Club Officials Administrator Name: _____

Club Officials Administrator Signature: _____

Club Officials Administrator email (required for access): _____

President's Name: _____

President's Signature: _____