



Privacy Policy

MMAC collects the following personal information:

- Name
- Address
- Postal code
- Birth date
- Phone numbers (home, work, cell)
- Sex
- E-mail
- Emergency contact
- Medical conditions

Personal information will only be collected and used for purposes directly related to the activity of swimming, which include:

- communication with club members
- registration with other swimming organizations (including but not limited to: Masters Swimming Manitoba, Swim Manitoba, Masters Swimming Canada, Swim Canada)
- confirmation of identity for registration
- registration and entry for swim meets
- insurance
- information regarding health conditions
- communication for medical emergencies
- promotion of the club, including media and awards presentations
- other activities within the swimming community

Joining MMAC and participating in MMAC activities implies consent to the MMAC Privacy Policy for the purposes directly related to the activity of swimming listed above.

For purposes other than those directly related to the activity of swimming, the express consent of the MMAC member(s) is/are required for collection and/or use of personal information.

Management of personal information

1. Data Protection

- Paper files will be stored in a locked place.
- Electronic files will be protected by password.
- E-mail distribution lists will be protected using blind carbon copy (Bcc).
- Distribution of data and e-mail addresses will be limited to MMAC board members.
- Data will only be shared with organizations that have a privacy policy and procedures.
- Only data relevant to the organization that is requesting it will be shared.

2. Data Retention/Destruction

- Data is stored by the club Registrar.
- Data will be kept for 2 years following registration.
- Paper files are shredded.
- Electronic files are deleted.

3. Privacy Policy procedures

- The Registrar will be the designated privacy officer for MMAC.
- The MMAC Privacy Policy, updates to the policy, and the name of the designated privacy officer will be posted on the MMAC website.
- MMAC members may request and view their personal information at any time.