



Personal Information Policy

Organizations covered by [the Personal Information Protection and Electronic Documents Act \(PIPEDA\)](#) must obtain an individual's consent when they collect, use or disclose that individual's personal information. People have the right to [access their personal information](#) held by an organization. They also have the right to challenge its accuracy. Personal information can only be used for the purposes for which it was collected. If an organization is going to use it for another purpose, they must obtain consent again. Individuals should also be assured that their information will be protected by appropriate safeguards.

PIPEDA applies to the collection, use or disclosure of personal information in the course of a commercial activity.

A [commercial activity](#) is defined as any particular transaction, act, or conduct, or any regular course of conduct that is of a commercial character, including the selling, bartering or leasing of donor, membership or other fund-raising lists.

Under PIPEDA, personal information includes any factual or subjective information, recorded or not, about an identifiable individual. This includes information in any form, such as:

- age, name, ID numbers, income, ethnic origin, or blood type;
- opinions, evaluations, comments, social status, or disciplinary actions; and
- employee files, credit records, loan records, medical records, existence of a dispute between a consumer and a merchant, intentions (for example, to acquire goods or services, or change jobs).

Bryst Football Academy commits to the following principals

[Principle 1 - Accountability](#)

The Managing Director is accountable for its compliance with these fair information principles.

[Principle 2 - Identifying Purposes](#)

Bryst Football Academy identifies purposes for which the personal information is being collected before or at the time of collection.

[Principle 3 - Consent](#)

The knowledge and consent of the individual are required for the collection, use, or disclosure of personal information, [except where inappropriate](#).

[Principle 4 - Limiting Collection](#)

The collection of personal information must be limited to that which is needed for the purposes identified by Bryst. Information will be collected by fair and lawful means.

[Principle 5 - Limiting Use, Disclosure, and Retention](#)

Personal information will only be kept as long as required to serve those purposes.

[Principle 6 - Accuracy](#)

Personal information must be as accurate, complete, and up-to-date as possible in order to properly satisfy the purposes for which it is to be used.

[Principle 7 - Safeguards](#)

Personal information must be protected by use of secure email addresses and storage on an external hard drive, located at the Bryst office.

[Principle 8 - Openness](#)

Bryst Football Academy makes detailed information about its policies and practices relating to the management of personal information publicly and readily available.

[Principle 9 - Individual Access](#)

Bryst Football Academy informs all employees of the existence, use, and disclosure of their personal information and be given access to that information. Any individual is be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

[Principle 10 - Challenging Compliance](#)

An individual shall be able to challenge Bryst Football Academy's compliance with the above principles. Their challenge should be addressed to the person accountable for the organization's compliance with PIPEDA, usually their Chief Privacy Officer.