



Privacy Policy

Intent

Protecting the privacy and confidentiality of personal information is an important aspect of the way Ontario Baseball Association conducts its business. Collecting, using, and disclosing personal information in an appropriate, responsible, and ethical manner is fundamental to Ontario Baseball Association's daily operations. Ontario Baseball Association strives to protect and respect the personal information of its customers, employees, business partners, and others in accordance with all applicable regional and federal laws. All staff members of Ontario Baseball Association must abide by this organization's procedures and practices when handling personal information.

Guidelines

Applicability

This Privacy Policy informs everyone of Ontario Baseball Association's commitment to privacy and establishes the methods by which privacy is ensured. This Privacy Policy applies to all personal information within Ontario Baseball Association's possession and control.

Personal information is defined as any identifying information about an individual or group of individuals, including name, date of birth, address, phone number, email address, social insurance/security number, nationality, gender, health history, financial data, credit card numbers, bank account numbers, assets, debts, liabilities, payment records, credit records, loan records, opinions, and personal views. Business information is defined as Ontario Baseball Association's business address, business telephone number, name(s) of owner(s), executive officer(s), and director(s), job titles, business registration numbers, and financial status. Business information is treated and handled with the same level of confidentiality, privacy, and respect as personal information.

Consent

Consent occurs when an individual signs an application or other form containing personal information, thereby authorizing Ontario Baseball Association to collect, use, and disclose the individual's personal information for the purposes stated on the form or in the **Appropriate Use** section of this policy.

- **Implied consent** is granted by the individual when he/she signs the application or form. This allows Ontario Baseball Association to obtain or verify information from third parties (such as banks, credit bureaus, lenders, or insurance companies) in the process of assessing the eligibility of an individual, customer, client, job applicant, or business partner.

- **Explicit consent** is required for the collection, use, or disclosure of sensitive personal information, such as health data or financial information, where applicable. Individuals will be fully informed about the specific purpose for which their data will be used, and they must provide consent before this information is collected or disclosed.



Appropriate Use

Ontario Baseball Association collects and uses personal information solely for the purpose of conducting business and developing an understanding of its customers. Ontario Baseball Association hereby asserts that personal information will only be used for the following purposes:

- Administration of participant databases (coach, player, umpire, volunteer)
- Talent Identification
- Administration of scholarship and grant programs
- Organizing clinics, camps and conferences for participant development
- Providing information to participants, partner organizations, and others about educational programs and services
- Managing relationships with and communicating to participants and partner organizations
- Meeting legal and regulatory requirements, including compliance with privacy laws such as PIPEDA, FIPPA, and PHIPA
- Managing information technology
- Recruiting, hiring, managing, evaluating, compensating, or otherwise dealing with employees and contractors
- Other reasonable purposes consistent with our operations

Policy Statements

- Ontario Baseball Association assumes full accountability for the personal information within its possession and control.
- Ontario Baseball Association obtains personal information directly from the individual to which the information belongs. Individuals are entitled to know how Ontario Baseball Association uses personal information, and this organization will limit the use of any personal information collected only to what is needed for those stated purposes. Ontario Baseball Association will obtain individual consent if personal information is to be used for any other purpose. Ontario Baseball Association will not use that information without the consent of the individual.
- Under no circumstances will Ontario Baseball Association sell, distribute, or otherwise disclose personal information or contact lists to third parties. However, limited disclosure may be required as part of Ontario Baseball Association fulfilling its stated business duties and day-to-day operations. This may include consultants, suppliers, or business partners of Ontario Baseball Association, but only with the understanding that these parties obey and abide by this Privacy Policy to the extent necessary for fulfilling their business duties.
- Ontario Baseball Association will retain personal information only for the duration it is needed for conducting business. Once personal information is no longer required, it will be destroyed in a safe and secure manner. However, certain laws may require that certain personal information be kept for a specified amount of time. Where this is the case, the law will supersede this policy.
- Ontario Baseball Association vows to protect personal information with appropriate security measures, physical safeguards, and electronic precautions. Ontario Baseball Association maintains personal information through a combination of paper and electronic files. Where required by law or disaster recovery/business continuity policies, older records may be stored in a secure, offsite location.



- Access to personal information will be authorized only for the employees and other agents of Ontario Baseball Association who require the information to perform their job duties, and to those otherwise authorized by law.
- Ontario Baseball Association's computer and network systems are secured by complex passwords. Only authorized individuals may access secure systems and databases.
- Routers and servers connected to the Internet are protected by a firewall, and are further protected from virus attacks or "snooping" by sufficient software solutions.
- Personal information is not transferred to volunteers, summer students, interns, or other non-paid staff by email or any other electronic format.
- Ontario Baseball Association's website will include our privacy policy and disclose our personal information practices. Individuals inputting data into the website will be notified of:
 - Personally identifiable information about the individual that is collected from the website or through affiliate sites.
 - Information about the organization collecting the data.
 - How the data will be used.
 - With whom the data may or may not be disclosed.
 - What options are available to the individual regarding the collection, use, and disclosure of personal information?
 - Information technology security procedures in place to protect against the destruction, loss, theft, alteration, or misuse of personal information under Ontario Baseball Association's possession and control.
 - How the individual may access and correct any inaccuracies in their personal information.
 - Ontario Baseball Association may share compiled demographic information with its business partners and/or advertisers, but no personal information that can identify any individual person shall be disclosed.
 - This website may contain links to other sites, but Ontario Baseball Association is not responsible for the privacy practices of other organizations' sites.
 - While IP addresses will be logged in order to administer the site, track visitor movement, and gather demographic information, these IP addresses will not be linked to any personally identifiable information.
 - Any registration or order form asking site visitors to enter personal or financial information will be protected by SSL encryption.
 - Site visitors are given the choice to opt out of having their personal information used at the point where the information is gathered.
- In most instances, Ontario Baseball Association will grant individuals access to their personal information upon presentation of a written request and satisfactory identification. If an individual finds errors of fact with his/her personal information, they should notify Ontario Baseball Association as soon as possible to make the appropriate corrections. Should Ontario Baseball Association deny an individual's request for access to their personal information, the organization will advise in writing of the reason for such refusal. The individual may then challenge the decision.
- Ontario Baseball Association may use personal information without the individual's consent under certain circumstances. These situations include, but are not limited to:



- Ontario Baseball Association is under obligation by law to disclose personal information to adhere to the requirements of an investigation by the appropriate authorities.
- An emergency exists that threatens an individual's life, health, or personal security.
- The personal information is for in-house statistical study or research.
- The personal information is already publicly available.
- Disclosure is required to investigate a breach of contract.

Conclusion

Any questions or concerns regarding this Privacy Policy can be addressed by contacting us at admin@playoba.ca. Ontario Baseball Association will investigate and respond to concerns about any aspect of the handling of personal information. This organization will address concerns to the best of its abilities.

Document Revision History:

Date	Name	Comments
12-Feb-17	Board of Management	Approved
20-Aug-20	Board of Management	Approved
21-May-26	Board of Directors	Approved