

	POLICY & PROCEDURE	POLICY NUMBER: 820
	Subject: PRIVACY POLICY	05/15/2011

1. General

- a. Information concerning members of USA Swimming / Arizona Swimming (“AzSI”) acquired during the registration process is the property of USA Swimming and its use is within the control of USA Swimming. USA Swimming strictly limits the use of member’s personal information to that information necessary for the conduct of the business of Arizona Swimming and USA Swimming.
- b. To clarify the issue of publishing information regarding USA Swimming / AzSI members, the Board of Directors of USA Swimming has approved the following policy and required its adoption by its LSC, Arizona Swimming:

2. Disclosure of Information.

- a. The following information, and only the following information, shall be acceptable for publication in any form, including but not limited to the world wide web, regarding any USA Swimming/ AzSI member without express written authorization from the athlete, if of majority; the athlete’s parent/guardian, if a minor; or the non-athlete member:
 1. name,
 2. age in years,
 3. club affiliation,
 4. time and place, and
 5. any awards or honors.
- b. USA Swimming membership numbers may be published when done for data transmission only. USA Swimming membership numbers may not under any circumstance be published together with the name of the member or in a series of reports that when taken together will reveal the name and membership number of the member.
- c. Consent to publish contact information provided by the following is deemed given by any member, including athletes, serving USA Swimming, Arizona Swimming or any club member as an Officer, Board Member, Committee Member, designated Club Contact, Meet Referee or Meet Director. Information that may be released is limited to: i) name, ii) address; iii) phone number(s), including fax and email address(s).

2. Implementation

- a. At the time of registration, AzSI will ask non athletes for permission to publish such information as contained in SWIMS. Such information shall be used solely in the business of Arizona Swimming.
- b. Teams will also be asked for permission to include them on our web site.
- c. If consents are not obtained at the time of registration, they may be obtained using the forms attached. The form is also available in the Document Library.
- d. All consents will be effective until revoked in writing, delivered to office of Arizona Swimming.

ARIZONA SWIMMING, INC.
Non Athlete
CONSENT TO PUBLICATION OF INFORMATION

The Privacy Policy of Arizona Swimming, Inc. ("AzSI) provides that AzSI may not disclose or publish personal information, including but not limited to, names, addresses phone number or email with out the written permission of the individual involved in any manner.

In an attempt to insure compliance with the Privacy Policy we are requesting your permission to include data regarding you in directories of members or officials list, and in websites of Arizona Swimming. Such directories of members or officials shall be used solely within Arizona Swimming. In no case shall Arizona Swimming make its list of members available to third parties.

Therefore, I hereby consent to the inclusion of the personal information currently contained in the USA Swimming SWIM data base in various directories of membership, official's lists and in the website of Arizona Swimming. I understand that this information will be used only in connection with the running of Arizona Swimming and will not be sold or made available to third parties by Arizona Swimming.

This authorization shall continue in effect until revoked by me in writing, delivered to the offices of Arizona Swimming.

Dated this _____ day of _____, 201__.

Signature: _____

Print Name: _____ USAS ID number: _____
(Found on your registration card)

If a minor, parents or guardian must sign below:

We the parents of _____, a minor child consent to the inclusion of personal information detailed above for the purposes listed above.

Signature	Date	Signature	Date
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ARIZONA SWIMMING, INC.

Team Information Disclosure & Publication Consent

The Privacy Policy of USA Swimming, Inc and thus Arizona Swimming, Inc. provide that AzSI may not disclose or publish personal information, including but not limited to, names, addresses phone number or email with out the written permission of the individual involved.

In an attempt to insure compliance with the USA Swimming Privacy Policy we are requesting your permission to include data regarding your Team on the AzSI web site.

Team Name: _____

Location: _____

Coach / Contact Name: _____

Coach / Contact email: _____

Coach / Contact phone: _____

Team Consent

I am the President of the above referenced Team and request inclusion of our team on the Arizona Swimming web site and in the Arizona Swimming Search engine. I further request that the above referenced Coach / Contact and the related email and phone number be associated with our Team. This authorization shall be effective until revoked in writing and delivered to the office of Arizona Swimming.

Printed Name

Signature

Date

Coach / Contact Consent

I am the Coach / Contact that will be used by the above referenced team as a point of contact on the Arizona Swimming website and in the Arizona Swimming search engine. I hereby give permission for use of my name, the above email address and phone number for that purpose. This authorization shall be effective until revoked in writing and delivered to the office of Arizona Swimming.

Printed Name

Signature

Date