

	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.

See attached sample

Updates

Date	by Whom	abstract	Section	Control #
03/26/2015	Admin	updated attachment	attach	15-007