

## Privacy Policy Reminder

The Coaching Association of Canada (CAC) would like to take this opportunity to remind the partnership of the importance of working within our Personal Information Privacy Policy.

Please take a few moments to review the following examples of what is and what is not allowed according to the policy with respect to sharing your coaches' personal information.

***In accordance with the Personal Information Privacy Policy, the partnership may:***

- Release coach information to the coach themselves;***
- Confirm information that a person (coach, administrator, parent, etc.) already has in their possession.***

### Example 1

If a coach contacts your organization personally and provides his or her date of birth (DOB) and email address and/or mailing address as identification, you may give them their NCCP#. You should never disclose personal information such as address or DOB, even when confirming it. Do not ask "Is your date of birth January 1, 1950?", but rather ask "What is your date of birth?".

If a local / regional club or association contacts your organization and asks that you contact a coach to notify them of their NCCP#, you may email the information to the coach at the email address already on their account on the Locker.

***In accordance with the Personal Information Privacy Policy, the partnership may not:***

- Share coach information with anyone other than the coach themselves, including but not limited to parents, administrators, and media;***
- Share coach information with any non-NCCP partners, including regional clubs or affiliates of the sport.***

### Example 2

If a parent contacts your organization asking to know what a coach has listed on their transcript, ***you may not disclose this information***; if a local club or regional association contacts your organization asking for a list of coaches with their NCCP# and email address, ***you may not disclose this information***.

Local / regional clubs, associations, and parents can use the Public Transcript to view a coach's NCCP record if they have the NCCP# and the last name of the coach in question. ***This information must be given by the coach.***

To view the Personal Information Privacy Policy, please click here: <http://www.coach.ca/personal-information-privacy-policy-p137263&language=en>