



## ADDITIONAL USER – REGISTRATION SYSTEM ACCESS COMPLIANCE DECLARATION

*Complete form and fax, scan and email or mail to Swim Ontario for Registration site access*

Swim Ontario's registration data is confidential information protected under federal and provincial Acts. This information is not divulged to outside agencies. Best judgement must be applied when asked for contact information from people outside the Ontario swimming community. The club must ensure that the information requested is reasonably associated with the organization's functions and is used according to the purposes that were expressed to the registrant upon collection.

The club Registrar is the primary custodian of the registration data for each club. The Swim Ontario Registrar assigns additional users. Additionally, there may be a requirement for another representative in the organization to access the online system. As the primary custodian, the club's Registrar must use this form to apply in writing, to the Executive Director of Swim Ontario, for additional user online system access.

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### COMPLIANCE DECLARATION

As a representative for my club I agree that I will not share the access code to the Online Registration system with anyone without the consent of Swim Ontario. I recognize that the registrant's personal information is private and confidential and must be protected according to PIPEDA and respective provincial Acts; I will use the system as it is intended.

CLUB NAME: \_\_\_\_\_

Additional User Name & Phone number: \_\_\_\_\_

Additional User Signature: \_\_\_\_\_

Additional User Email (required for access) \_\_\_\_\_

Please state the purpose for which access to the online system is required: (Team Manager, Officials Administrator etc.)

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President's Name: \_\_\_\_\_

President's Signature: \_\_\_\_\_