



CLUB REGISTRAR COMPLIANCE DECLARATION

Complete 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. There may be a requirement for an additional user in the system. The club Registrar assigns Meet Manager access and the Swim Ontario Officials Registrar assigns the Officials Administrator access. Additionally, there may be a requirement for another representative in the organization to access the site. As the primary custodian the club's Registrar can complete and submit an *Additional User Waiver Application* to the Swim Ontario Executive Director requesting user access for an additional user from within their organization. The club Registrar assumes the responsibility of educating each site user within the club, of the requirement to respect the confidentiality and privacy of personal information. The club Registrar is responsible for removing access to the system access for inactive users.

Registrants can view, correct and/or update their personal information within the database at any time by accessing their information in system with their username and password as created by them during their 'final step' of registration.

Upon completion of club's annual affiliation with Swim Ontario including submission of this waiver, the registrar will be given password protected access to the Swimming Canada National Registration site in order to begin the club's registration process for the season.

DECLARATION

As Registrar for my club I agree that I will not share my username and password for the 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 Privacy Acts; I will use the system as it is intended, for the purposes of maintaining the club registration data with Swim Ontario. I understand that each registrant is required to complete the registration process by confirming their recorded personal information in the 'final step' of online registration.

CLUB NAME: _____

Registrar's Name: _____ Phone: _____

Registrar's Signature: _____

Registrar's email: (required for access) _____

President's Name: _____

President's Signature: _____