

OREGON ADULT SOCCER ASSOCIATION

Policies and Procedures



Subject: Use of Personal Information

Effective Date: March 8, 2012

Date of Last Revision: March 10, 2010

BACKGROUND

OASA regularly collects, maintains and deals with personal information, particularly that of registered players. It has adopted this policy in line with its legal and ethical duties to safeguard this personal information from loss, theft or misuse. This policy replaces all prior policies dealing with OASA databases.

POLICY

Except as it is provided otherwise in this policy, (1) OASA will only use the personal information in its possession to conduct its normal operations, and any other uses should be rare and normally soccer-related, and (2) OASA will never provide a copy of some or all of the personal information in its possession in any form (electronic, mailing labels or otherwise) to anyone.

OASA will provide to USSF and USASA the minimally necessary personal information required by its affiliation with USSF and USASA.

Representatives of OASA-affiliated leagues may request and obtain information only as is necessary and directly related to conducting league business, such as a mailing address for a player who has received a red card or a player's judicial history.

Any request to use the personal information in OASA's possession to distribute information regarding soccer-related products and services must be approved by the President or the Treasurer, or if neither is reasonably available then any other OASA Vice President. Any request to use the personal information in OASA's possession to distribute information regarding products and services which are not soccer-related must be approved by the Board of Directors. Any distribution involving use of the personal information in OASA's possession must be done by OASA itself, provided OASA agrees to do so, or an independent mailing house or email service retained by OASA. Under no circumstances will telephone numbers be provided for solicitation purposes.

Personal information of members of the OASA Board of Directors will be collected and maintained by the Secretary and the Operations Director. Approximately two weeks prior to each Board meeting, the Secretary or the Operations Director will distribute to all Board members the names, league or other affiliations and email addresses of all Board members so that they will have the ability to contact each other. Any Board members with privacy or other concerns about this availability of their email addresses should consider obtaining an email address just for OASA purposes.

In general, any email sent by OASA to a large number of recipients should be sent on a blind basis if the sole purpose of the email is to distribute information or documents. This will include, for example, sending a notification to all players that a national team game will be played in Portland or providing Board members with reports, financial information and the like prior to a Board meeting.