

## **Park Sharon Athletic Association -- Information Privacy Guidelines**

*Effective as of February 19, 2007*

Park Sharon Athletic Association (PSAA) Board has implemented new information privacy guidelines to protect the personal information of our members and staff.

These guidelines will apply to all personal information acquired and retained by PSAA for the purposes of registration and maintenance of our organization, as well as project a professional image to those who receive our communications.

- PSAA staff will not provide the personal information, including email addresses, of members and/or staff to 3<sup>rd</sup> party vendors or others that would result in unsolicited communication via telephone, postal mail, or email that would result in the negative reactions of the recipients.
- Whenever possible, all PSAA mass-email communications will be initiated from a Park Sharon Sports email address. Coaches are exempt from this guideline for communications directly to their team if the coach does not have an assigned Park Sharon Sports email address.
- When mass-emails are sent, the intended recipients' email addresses should be placed in the "BCC" field so they will not be displayed to other recipients. The sender's email address should be placed in the "To" field.
- Emails sent regarding Park Sharon business, whether from a Park Sharon Sports email address or from a personal email address, should not contain a signature line reflective of any other business other than Park Sharon. For example, Joe Smith's emails should not contain a signature that includes a reference to his real estate business.
- All PSAA postal mailings will be initiated by a designated PSAA board and/or staff member.
- Exceptions to these guidelines will be reviewed on a case-by-case basis and are subject to the approval of the PSAA Board.