



## Privacy Policy

### POLICY STATEMENT

The AKBA is committed to protecting and respecting the privacy of its customers, participants, employees, volunteers, and business partners in accordance with all applicable provincial and federal privacy laws.

This Policy applies to all Personal Information in the possession or control of the AKBA

### WHAT IS PERSONAL INFORMATION?

For the purposes of this Policy, “Personal Information” means any information about an identifiable individual or an individual whose identity may reasonably be inferred from such information. This includes, but is not limited to:

- Name
- Date of birth
- Address
- Telephone number
- Email address
- Birth certificate details

Personal Information does **not** include business contact information (e.g., name, title, business address, business telephone number).

This Policy also does not apply to aggregated or anonymized data where individuals cannot be identified. The AKBA reserves the right to use such data for legitimate purposes.

### WHY WE COLLECT PERSONAL INFORMATION

The AKBA collects, uses, and discloses Personal Information solely for purposes reasonably required to operate its programs and services. These purposes include:

- Administration of participant databases (players, coaches, umpires, volunteers)
- Regulation of competition and eligibility verification
- Submission of information to governing bodies such as Baseball Ontario and Baseball Canada
- Administration of the National Coaching Certification Program through the Coaching Association of Canada
- Conducting background checks in accordance with the AKBA Screening Policy
- Organizing clinics, tournaments, and development programs
- Communicating information about programs, services, and events
- Meeting legal and regulatory obligations
- Managing information technology systems
- Any other purpose reasonably related to AKBA operations

## COLLECTION, USE AND DISCLOSURE

The AKBA will only collect, use, or disclose Personal Information:

- For purposes that a reasonable person would consider appropriate in the circumstances
- To the extent necessary to provide services or fulfill identified purposes
- Using fair and lawful means

Where Personal Information is shared with third-party service providers, the AKBA will require that such providers:

- Use the information solely for the intended purpose; and
- Implement appropriate safeguards to protect the information

In the event of a merger, restructuring, or similar transaction, Personal Information may be transferred provided that appropriate confidentiality protections are in place.

### Disclosure Without Consent

The AKBA may disclose Personal Information without consent where permitted or required by law, including:

- Compliance with legal or regulatory requirements
- Protection of the rights, safety, or property of individuals or the AKBA
- Collection of outstanding debts
- Legal proceedings or dispute resolution
- Where the information is publicly available

In all such cases, disclosure will be limited to what is reasonably necessary.

The AKBA does **not** sell, trade, or barter Personal Information.

## CONSENT

By providing Personal Information to the AKBA, individuals consent to its collection, use, and disclosure in accordance with this Policy.

Individuals may withdraw consent at any time, subject to legal or contractual restrictions and reasonable notice. However, withdrawal of consent may limit the AKBA's ability to provide certain services.

## ACCURACY AND RETENTION

The AKBA strives to ensure that Personal Information is accurate, complete, and up to date.

- Individuals may request corrections to their Personal Information
- Where appropriate, third parties will be notified of corrections

Personal Information is retained only as long as necessary to fulfill its intended purpose and to meet legal or operational requirements.

When no longer required, information is securely:

- Destroyed
- Deleted
- Erased; or

- Anonymized

## PROTECTION OF PERSONAL INFORMATION

The AKBA protects Personal Information through appropriate administrative, technical, and physical safeguards.

Access to Personal Information is restricted to individuals who require it to perform their duties.

Misuse of Personal Information by:

- Employees or volunteers may result in disciplinary action, including termination
- Third parties may result in termination of contractual relationships and further action

## ACCESS TO PERSONAL INFORMATION

Individuals have the right to request access to their Personal Information held by the AKBA.

- Requests will generally be fulfilled within **30 days**
- Identity verification may be required
- Information will be provided in an understandable format

The AKBA may refuse access where permitted by law, including where disclosure:

- Would reveal personal information about another individual
- Would disclose confidential or proprietary information
- Is subject to legal privilege
- Would interfere with investigations or legal proceedings
- Would pose a risk of harm
- Cannot be reasonably retrieved

Where access is denied, reasons will be provided.

The AKBA does not charge for corrections but may charge a minimal fee for copies, where permitted by law.

**Last updated April 2026**