

Chelmsford Hockey Association Policy CHA-06



Policy Title: Information Management and Privacy

Policy Number: CHA-06

Document Revision History

Revision	Reason for Change	Date Approved by BOD:
-	Initial release	October 12, 2011

Purpose:

To define the policies for managing information and data within the Chelmsford Hockey Association (CHA)

Policy:

1. Data Management
 - 1.1. CHA will use the current Website provider, League Athletics, as the primary storage and source of CHA player and coach information
 - 1.1.1. Accounts will be set up for all players, coaches and teams
 - 1.2. Financial data such as bills, checks and dues payments will be separately maintained and managed in Quick Books by the Treasurer
 - 1.2.1. The Treasurer may utilize the on-line registration and payment features within League Athletics to facilitate initial tracking of payments for the CHA Clinic Programs
 - 1.3. Data from League Athletics may be used by the Registrar to facilitate registration and roster development with Mass Hockey or USA Hockey

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2. Data Protection

- 2.1. All players, players parents and coaches will have the ability to manage certain information in their League Athletics account and may password protect their accounts
 - 2.1.1. Any edits to data will be forwarded to the Treasurer and Registrar as appropriate
- 2.2. Only designated BOD Members including the President, Vice President, Registrar, Information/ Scheduling Director and Treasurer will be granted full access to the League Athletics CHA database
- 2.3. League Athletics maintains back-up copies of the CHA database and will provide back-ups as necessary
- 2.4. The Treasurer will provide a periodic back-up of all Quick Books data , at least quarterly, to the Vice President for safekeeping/storage
- 2.5. Financial data of members will be safeguarded by the Treasurer and matters related to dues collections will only be shared with designated BOD members on a need-to-know basis
- 2.6. Any data requests from outside of the CHA relative to current or past CHA members shall be directed to the President or Vice President for consideration and will be brought to the BOD for action as necessary.
- 2.7. Requests for data for current or past CHA members from Mass Hockey or USA Hockey may be handled by the appropriate BOD Member

3. Data Privacy

- 3.1. For current and former members, CHA does not disclose any nonpublic personal information obtained in the course of business except as required or permitted by law. Permitted disclosures include, for instance, providing information to the BOD and coaching staff and, in limited situations, to unrelated third parties who need the information to assist in providing services to members. In all such situations, the BOD will stress the confidential nature of information being shared.
- 3.2. The CHA retains records relating to membership so that it is better able to assist members with needs and, in some cases, to comply with USA and Mass Hockey guidelines. In order to guard nonpublic personal information, CHA maintains physical and procedural safeguards of data.