



# Athlete Information Systems Privacy Policy

August 1, 2018

Athlete Information Systems (“AIS”) provides a platform to manage athlete information. Our platform is designed for any league, conference, school board, University, or College that needs to manage hundreds of athletes, on multiple teams or clubs, playing multiple sports. We provide tools that assist in roster management, eligibility compliance, travel tracking, coach communication, athlete communication and other activities.

AIS (“we”, or “us”) is committed to protecting your privacy. We comply with all applicable privacy legislation including, but not limited to, Canada’s *Personal Information Protection and Electronic Documents Act* (PIPEDA). This Privacy Policy explains how AIS collects, uses and discloses your personal information. This Privacy Policy applies to our website and application, whether accessed on a mobile or desktop device. By using our Service, you understand that we will collect and use your personal information as described in this Privacy Policy. “You” or “Your” means a user of the Service, which could refer to an athlete, coach, or volunteer authorized by an Institution, an employer, an employee authorized within an employer account, or any other authorized user of the Service.

If you or your Institution has a separate agreement with us, that agreement may have privacy terms that also apply to the personal information you provide to us under that agreement. Please review the terms in that agreement because they may be different or more restrictive than the terms in this Privacy Policy.

We recommend that you read this Privacy Policy in full to ensure you are fully informed. However, if you want to access a particular section of this Privacy Policy, please refer to the table of contents below.

1. How We Collect and Use Information
2. Information Sharing
3. Retention and Disposal of Information
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## 1. How We Collect and Use Information

All personal information we collect is used for the purpose of offering the Service and for no other purpose. We collect your personal information in two ways:

**Personal Information We Collect from You.** We collect and store personal information when you register for our Service and when you use the Service. We collect your name, email address, password,

contact, and other information as requested by your Institution. All this information belongs to you and/or your Institution; AIS has no ownership of this information.

We use this information to operate, maintain, and provide to you the features and functionality of the Service, as well as to communicate directly with you, permit you to communicate with others on the Service, or invite others to join the Service. We may compile analytics and share performance data with your Institution on a de-identified or aggregate basis. We may also send you Service-related emails or messages (e.g., account verification messages and schedules, changes or updates to features of the Service, technical and security notices).

**Personal Information We Collect Automatically.** We automatically collect personal information from you and your devices when you use our Service. We typically collect this information through a variety of tracking technologies, including cookies, Flash objects, web beacons, file information and similar technology (collectively, “tracking technologies”).

We collect information about your device and its software, such as your IP address, browser type, Internet service provider, platform type, device type, operating system, date and time stamp, a unique ID that allows us to uniquely identify your browser, mobile device or your account, and other such information. We also collect information about the way you use our Service, for example, the site from which you came and the site to which you are going when you leave our website, the pages you visit, the links you click, how frequently you access the Service, whether you open emails or click the links contained in emails, whether you access the Service from multiple devices, and other actions you take on the Service.

When you access our Service from a mobile device, we may collect unique identification numbers associated with your device or our mobile application (including, for example, a UDID, Unique ID for Advertisers (“IDFA”), Google AdID, or Windows Advertising ID), mobile carrier, device type, model and manufacturer, mobile device operating system brand and model, phone number, and depending on your mobile device settings, your geographical location data, including GPS coordinates (e.g., latitude and/or longitude) or similar information regarding the location of your mobile device, or we may be able to approximate a device’s location by analyzing other information, like an IP address.

We may collect analytics data, or use third-party analytics tools, to help us measure traffic and usage trends for the Service and to understand more about the demographics of our users.

We use or may use the data collected through tracking technologies to: (a) remember information so that you will not have to re-enter it during your visit or the next time you visit the site; (b) provide custom, personalized content and information; (c) identify you across multiple devices; (d) provide and monitor the effectiveness of our Service; (e) monitor aggregate metrics such as total number of visitors, traffic, usage, and demographic patterns on our website; (f) diagnose or fix technology problems; and (g) otherwise to plan for and enhance our service.

If you would prefer not to accept cookies, most browsers will allow you to: (i) change your browser settings to notify you when you receive a cookie, which lets you choose whether or not to accept it; (ii) disable existing cookies; or (iii) set your browser to automatically reject cookies. Please note that doing so may negatively impact your experience using the Service, as some features and services on our Service may not work properly. Depending on your mobile device and operating system, you may not be able to delete or block all cookies. You may also set your email options to prevent the automatic

downloading of images that may contain technologies that would allow us to know whether you have accessed our email and performed certain functions with it.

## 2. Information Sharing

We do not rent, sell, or share your personal information with third parties, except as outlined below.

We share personal information as follows:

- **Service Providers.** We share your personal information with other companies we use to support our Services. These companies provide services such as email and text sending, search technology, fraud detection, and customer support. Our service providers promise to safeguard your personal information and are not permitted to use it for their own purposes.
- **Safety and Compliance with Law.** We may share your personal information to comply with applicable law, or to respond to legal process (such as a subpoena). We also may share your personal information when there are threats to the physical safety of any person, violations of this Privacy Policy or other agreements, or to protect the legal rights of third parties, including our employees, users, or the public.
- **Consent.** We may share your personal information in other ways if you have asked us to do so or have given consent.

Your personal information may also be shared as described below:

- **Your Employer or Institution.** When you create an account or user role with an email address assigned to you as an employee, contractor or student at an Institution, such as yourname@Institution.ca, that Institution can find your account and take certain actions that may affect your account.

## 3. Retention and Disposal of Information

We retain your personal information for no longer than necessary for the purposes for which it is collected and used. When your account is deactivated, we will remove your personal information in accordance with the records retention clauses in our agreement with your Institution.

## 4. Security and Storage of Information

Athlete Information Systems cares about the security of your personal information and employs physical, administrative, and technological safeguards designed to preserve the integrity and security of all information we collect and that we share with our service providers. However, no security system is impenetrable and we cannot guarantee the security of our systems 100%. In the event that any information in the system is compromised as a result of a breach of security, we will take reasonable steps to investigate the situation and where appropriate, notify the appropriate individuals and take other steps, in accordance with any applicable laws and regulations.

If you are an athlete whose personal information is associated with an Institution account on our Service, we will promptly notify the Institution of a breach of security, and your Institution shall be

responsible for informing you of the incident as appropriate.

Your personal information collected through the Service will only be stored and processed in Canada.

## **5. Persons Under the Age of 13**

The Service and its contents are not directed at children under the age of 13. In the event that we learn that we have collected personal information from a child under age 13 without parental consent, we will delete that information as quickly as possible. If you believe that we might have any personal information collected from a child under 13, please contact us at [support@athletesystems.ca](mailto:support@athletesystems.ca)

## **6. Updates to this Policy**

We may update this Privacy Policy from time to time. If we make any changes to this Policy, we will notify you by posting a notice on our website and by sending your Institution an email at least 30 days in advance of any change taking effect. Continuing to use our Services after we publish changes to this Privacy Policy means that you are consenting to the changes.

## **7. Contacting Us**

If you have questions about this Policy, please contact us at [support@athletesystems.ca](mailto:support@athletesystems.ca) or by writing to us at:

Athlete Information Systems Inc.  
929 Bridle Path Cres.  
Kingston ON  
K7P 1P8

## **8. Last Revision**

This Privacy Policy was last revised on, and effective as of August 1, 2018.