



## CLUB REGISTRAR - REGISTRATION SYSTEM ACCESS COMPLIANCE DECLARATION

*Complete and submit to Swim PEI for access to the Registration and Events Management System (REMS).*

Swim PEI's registration data is confidential information protected under federal and provincial Acts. This information is not to be divulged to outside agencies. Best judgement must be applied when asked for personal information from people outside the Prince Edward Island swimming community. The club must ensure that the information requested is reasonably associated with the organization's functions and that the information will be used according to the purposes that were expressed to the registrant upon collection.

The Club Registrar is the primary custodian of the registration data for each club. The Club Registrar's direct resource for guidance or assistance is the Provincial Registrar. The Club Registrar assigns Meet Manager and Club Officials Administrator access to the REMS. Additionally, there may be a requirement for another representative in the organization to access the site. As the primary custodian the Club Registrar can complete and submit an *Additional User Registration System Access Compliance Declaration* to the (PSO) Executive Director requesting user access for an additional user from with their organization. The Club Registrar assumes the responsibility of educating each site user within the club, of the requirement to respect and protect the confidentiality and privacy of personal information. The Club Registrar is responsible for removing access to the REMS for inactive users.

Registrants can view, correct and/or update their personal information within the REMS at any time by accessing their profile in the REMS with their username and password as created by them during registration.

Upon completion of the club's annual affiliation with Swim PEI including submission of this waiver, the registrar will be given password protected access to the REMS in order to begin the club's registration process for the season.

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### DECLARATION

As Registrar for my Club, I agree that I will not share my username and password for the Registration and Events Management System with anyone without the consent of Swim PEI. I recognize that the registrant's personal information is private and confidential and must be protected according to PIPEDA and respective provincial Privacy Acts; I will use the REMS as it is intended, for the purposes of maintaining the club registration data with Swim PEI. I understand and agree to the obligation to enter current and accurate registration data for each registrant at the time of registration or renewal of registration, and that each registrant is required to confirm their personal information in the REMS as recorded by the Club Registrar as part of the completion of the registration process.

CLUB NAME:

Registrar's Name:

Registrar's Signature:

Registrar's email: (required for access)

President's Name:

President's Signature: