



REGISTRATION SYSTEM ACCESS COMPLIANCE DECLARATION

Complete one form per administrator and submit to Swim BC for access to the Registration and Events Management System (REMS).

Swim BC'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 Swim BC 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.

Upon completion of club's annual affiliation with *Swim BC* include one submission of this waiver for each administrator, the administrator will be given password protected access to the REMS at the start of the registration season.

DECLARATION

As Administrator for my Club, I agree that I will not share my username and password for the Registration and Events Management System with anyone. 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 my role with *Swim BC*. I will not use any information obtained from the REMS for any commercial purpose.

If in a role where registration of registrants is required, 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 or Club Officials Administrator as part of the completion of the registration process.

Club:

Administrator Name:

Administrator Signature:

Administrator Email:

Administrator's Role(s):

Club Registrar

Club Official's Administrator

Coach (for entry upload)

Meet Administrator

Treasurer

Other

President's Name:

President's Signature: