

Data Protection Policy for USATF Associations

Protecting the privacy of USATF Members

USA Track & Field, Inc. ("USATF") has the responsibility to protect and safeguard the confidentiality of the personal data of all of its members. Specifically, USATF must (i) comply with Federal and state data privacy laws and (ii) protect against the risk of a data breach. A data breach may irreparably harm your Association and USATF and everyone who works for USATF bears some responsibility for maintaining the security and confidentiality of all personal data collected, held or processed by USATF.

However, certain specific individuals have key areas of responsibility. Therefore, USATF has developed the following Data Protection Policy for USATF Associations:

Access to the USATF Database Systems & Personal Data

Generally, the only people who should have access to the USATF Database Systems and Personal Data are those people who need such access for their USATF related work.

- **Membership System:** Only the designated Association Membership Chair and up to one (1) additional person, as directed by the President of the Association, in each Association shall have access to the USATF Membership System. The additional person shall be granted access for the sole purpose of assisting the Membership Chair and/or Communications Chair in fulfilling their duties. Each person with access to the Membership System will be required to have a signed copy of this policy on file with the National Office. Others in the Association may be provided with access to the *Membership Verification for Event Directors* webpage (<https://www.usatf.org/membership/reports/events/index.asp>) for the purpose of verifying USATF memberships and obtaining other non-personal information.
- **Club System:** Only the designated Association Club Chair and up to one (1) additional person, as directed by the President of the Association, in each Association shall have access to the USATF Calendar System. The additional person shall be granted access for the sole purpose of assisting the Club Chair in fulfilling their duties. Each person with access to the Club System will be required to have a signed copy of this policy on file with the National Office.
- **Calendar/Sanction System:** Only the designated Association Sanction Coordinator and up to one (1) additional person, as directed by the President of the Association, in each Association shall have access to the USATF Calendar System. The additional person shall be granted access for the sole purpose of assisting the Sanction Coordinator in fulfilling their duties. Each person with access to the Calendar System will be required to have a signed copy of this policy on file with the National Office.
- **USATF Association Management Area:** Only the designated Association Treasurer will have accounting-only access to the USATF Association Management Area and the designated Association Secretary will have read-only access to the USATF Association Management Area. Each person with access to the Association Management Area will be required to have a signed copy of this policy on file with the National Office.

Association Access Policies

As an individual who has access to any USATF database I understand I:

1. am not permitted to allow others to access the USATF databases with my User ID or password.
2. am not permitted to use the data contained in USATF databases for any purpose other than for USATF business.
3. must use the USATF Email Marketing to deliver email blasts to groups (10 or more) of USATF members. In limited situations where email communications may have to be sent from a personal email account (e.g., gmail, hotmail, AOL, yahoo and/or through Microsoft Outlook), I am required to blind copy all email addresses by placing them in the BCC address line (blind carbon copy).
4. will keep all data secure by taking sensible precautions such as:
 - a. ensure computer screens are locked when unattended;
 - b. not saving copies of personal data directly to laptops, mobile devices or smart phones;
 - c. not leave printouts containing personal data or confidential information where unauthorized persons can see them; and
 - d. shredding and securely discarding printouts when no longer required.
5. will alert the National Office and/or my Association when I am no longer in a position to require access to the USATF database and need to be removed.

NOTWITHSTANDING ANYTHING CONTAINED IN THIS DATA PROTECTION POLICY TO THE CONTRARY, THE PRESIDENT OF THE ASSOCIATION'S DECISION SHALL CONTROL IF THERE IS A DISPUTE AS TO WHETHER TO PERMIT ANY PERSON ACCESS TO THE USATF DATABASE AND PERSONAL DATA.

I have read the above Data Protection Policy and agree to uphold the policy while in my position with my USATF Association and indefinitely after I no longer hold this position. Should I have any questions about appropriate use of any information contained in the USATF databases to which I have access, I will contact the USATF National Office Constituent Services department for guidance.