

## **PEBBLE CREEK SENIOR SOFTBALL ASSOCIATION**

### **POLICY STATEMENT #3 Protection of Personal Identifiable Information**

Personal Identifiable Information (PII) is any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means. Further, PII is defined as information:

- (i) that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.)
- (ii) by which an agency intends to identify specific individuals in conjunction with other data elements, i.e., indirect identification. (These data elements may include a combination of gender, race, birth date, geographic indicator, and other descriptors). Additionally, information permitting the physical or online contacting of a specific individual is the same as personally identifiable information. This information can be maintained in either paper, electronic or other media.

PCSSA Board and League Members are reminded that safeguarding sensitive information is a critical responsibility that must be taken seriously at all times. PCSSA specifies the following security policies for the protection of PII and other sensitive data:

- It is the responsibility of the individual member to protect data to which they have access. All League Members must adhere to this policy.
- Board members and league members having access to personal information shall respect the confidentiality of such information, and refrain from any conduct that would indicate a careless or negligent attitude toward such information.
- Board members and league members also shall avoid gossip and should not permit any unauthorized viewing of records contained in a PCSSA system of records. Only individuals who have a "need to know" in their official capacity shall have access to such collection of records.

The loss of PII can result in substantial harm to individuals, including identity theft or other fraudulent use of the information. Because PCSSA members may have access to personal identifiable information concerning individuals and other sensitive data, we all have a special responsibility to protect that information from loss and misuse. With these responsibilities Board Members should ensure that their PCSSA members:

- Safeguard PCSSA information at all times to which their team members have access.
- Obtain written approval from the PCSSA Board prior to taking any PCSSA sensitive information outside PCSSA official channels. The member's approval must identify the business necessity for removing such information from the PCSSA official channels.
- When approval is granted to take sensitive information outside official PCSSA channels, the manager and or member must adhere to the security policies described above. The Board shall ensure team managers and assistant coaches are aware of their responsibilities regarding the protection of PII within PCSSA. In addition to the forgoing, if the PCSSA member becomes aware of a theft or loss of PII, they are required to immediately inform the PCSSA Board.

**Policy Approved and Implemented by the PCSSA Board on September 1, 2024**