

Saratoga Springs Recreation Department

Personal Information Privacy Policy

Purpose

The purpose of this policy is to protect the privacy and security of all participants registered with the Saratoga Springs Recreation Department.

Policy Statement

The Saratoga Springs Recreation Department is committed to safeguarding the personal information of all program participants. To ensure privacy and comply with applicable data-protection standards, the Department will **not disclose or share any personal information with any individual other than the parent(s) or legal guardian(s) who are listed as parent or legal guardian on the program participant's account used to register the participant.**

By completing registration, the parent and/or legal guardian authorizes the Recreation Department to disclose their phone number and email address to the assigned volunteer coach for the sole purpose of communicating and coordinating team-related information.

Scope of Personal Information

Personal information includes, but is not limited to:

- Participant and parent/guardian names
- Addresses, phone numbers, and email addresses
- Dates of birth
- Emergency contact information
- Medical or special-needs details provided during registration
- Payment or account information
- Team website

Authorized Access

Only the parent or legal guardian on the account used to register the participant during registration may request, receive, or modify the participant's personal information.

Additional parents, guardians, relatives, or third parties will not be granted access unless the primary account holder provides written authorization.



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