



## ADDITIONAL USER – REGISTRATION SYSTEM ACCESS COMPLIANCE DECLARATION

*Complete and submit to your Club Registrar for access to the Registration and Event Management System (REMS) as an Administrator*

Swim Ontario'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 contact information from people outside the Ontario swimming community. The club must ensure that the information requested is reasonably associated with the organization's functions and is 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. If another representative in the Club requires access to REMS, this form must be completed and sent to the Club Registrar, for additional user online system access.

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### COMPLIANCE DECLARATION

As a representative for my Club, I agree that I will not share my access code to the REMS with anyone without the consent of the club and Swim Ontario. I recognize that the registrant's personal information is private and confidential and must be protected according to PIPEDA and respective provincial Acts; I will use the system as it is intended.

CLUB NAME: \_\_\_\_\_

Additional User Name & Phone number: \_\_\_\_\_

Additional User Signature: \_\_\_\_\_

Additional User Email (required for access) \_\_\_\_\_

Please state the purpose for which access to the online system is required: (Team Manager, Meet Manager, Officials Administrator etc. indicate all that are applicable)

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President's Name: \_\_\_\_\_

President's Signature: \_\_\_\_\_