

*Eastern New York Youth Soccer Association
Post Office Box 862
Rockville Centre, New York 11571-0862*

RISK MANAGEMENT PRIVACY STATEMENT

Eastern New York Youth Soccer Association (ENYYSA) has established a Risk Management process that assures individuals completing a Risk Management Disclosure Statement that their personal information will remain confidential.

An individual applying for privileges with ENYYSA may complete a Disclosure Statement on-line in the privacy of their own home knowing that the information will be stored on a secure server. The individual may also complete a Disclosure Form in a handwritten form and send it to the ENYYSA State Office.

Disclosure Statements, either handwritten or on-line, will only be accessed by the State Risk Management Administrator, and your League Risk Management Coordinator or designee. League offices will ONLY have access to your information on a LIMITED basis. For example, leagues may access the secure database for your name, address, telephone, league, club, position (coach, etc.), date of Disclosure Statement, expiration date and current eligibility status.

Each league will be required to provide the name of the Risk Management Coordinator and the other designated person who may view the Disclosure Statement information. Each league will be required to provide a secure cabinet/safe to store confidential information.

The State Risk Management Administrator will provide notice to individuals who may not be risk management cleared based on the current ENYYSA Risk Management Policy. An established ENYYSA Risk Management Appeals Committee will hear appeals from individuals who are eligible to appeal. ENYYSA maintains a post office box for risk management correspondence to assure confidentiality.

Information contained in background checks IS NOT released to Leagues or Clubs. Leagues and Clubs will be notified if an individual is disqualified. The nature of the disqualification is not routinely disclosed unless without notification there would be significant risk to ENYYSA members.

Notifications to individuals regarding a negative background report will be sent certified mail to the individual concerned. ENYYSA staff is not authorized to disclose information over the telephone.

ENYYSA does not discuss or provide written information to any person other than the individual involved UNLESS a written notarized statement is received from the individual authorizing us to talk to his/her representative. This includes an attorney representing an individual or a league or club member acting on behalf of the individual.

Any complaint of a privacy violation should be addressed to:

***Risk Management Administrator
Post Office Box 862
Rockville Centre, NY 11571-0862***