



Risk Management Privacy Statement

NYSWYSA has established procedures to assure a high degree of discretion and confidentiality at all levels of its Risk Management (RM) Process.

At the Club/Association/Program/Association level, the individual applicant's name and contact information is entered via the RosterPro registration program. The applicant sends the completed Disclosure Statement directly to the NY West State Office.

At the State Office, only the RM Assistant processes the forms. No other person is allowed access to these forms, nor is anyone given any personal or other related information.

The specific results of the background checks are known only to the RM Assistant and in cases involving results requiring further inquiry, the RM Director, and the results are not shared with any NYSWYSA staff, including NYSWYSA Board members and Clubs/Associations or Program Officials. The lone exception to this is cases of non-criminal, alcohol-related driving offenses, where the information (with the applicant's approval) is shared with a specified Club/Association/Program. Moreover, the RM Assistant is careful to keep all sensitive search information away from reach.

Both the RM Director and the RM Assistant use password-protected computers. Additionally, the search program requires an access code known only to them.

All notifications are given to the appropriate addressees based on the nature of the case. Information will be shared with Clubs/Associations/Programs in accordance with the NYSWYSA RM Procedures version 2004.1 only as follows:

- Notice of action taken with respect to an application.
- Notice of withdrawal of an application.
- Notice of a history of a non-criminal, alcohol-related driving violation.