



British Columbia Bobsleigh & Skeleton Association
4910 Glacier Lane
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www.slidebc.ca

PRIVACY POLICY

Preamble

British Columbia Bobsleigh & Skeleton Association (BCBSA) is subject to the Personal Information Protection and Electronic Document Act (“the Act”) which sets out principles of fair information practices that form ground rules for the collection, use and disclosure of personal information.

In accordance with the Act, BCBSA is responsible for the protection of personal information and the fair handling of it at all times both throughout the organization and in dealings with third parties.

Aim

The aim of the BCBSA Privacy Policy is to provide direction for how personal information will be collected, used and disclosed within BCBSA.

General Policy

BCBSA will comply with the principles and exceptions set out in the Act. BCBSA Principles of Fair Information Practices Before or when any personal information is collected by or on behalf of BCBSA, BCBSA will identify the reason(s) for collecting the information and how it will be used. If the reason(s) for collecting the information and/or how it will be used changes after the information is collected, BCBSA will inform the affected individual(s) and obtain consent before the information is used.

Personal information may be collected from more than one source and combined.

BCBSA requires an individual’s consent to the collection, use and/or disclosure of personal information.

- i. Before or when any personal information is collected by or on behalf of BCBSA, or when the reason(s) for collecting the information and/ or how it will be used changes, BCBSA will obtain consent from the individual whose information is collected, used or disclosed.
- ii. Consent may be obtained in person, by phone, by fax, by mail, by email or by internet or by any other reasonable method whether express or implied.

BCBSA limits the information it collects to what is needed for specific purposes identified by BCBSA at the time the personal information is collected.

BCBSA will limit the use and disclosure of the personal information it has collected to the purpose(s) for which it was collected, unless the individual otherwise consents or the use or disclosure is authorized by law.



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Where possible, BCBSA will use contracts or other agreements to ensure the protection of personal information that has been collected by BCBSA and that is transferred to a third party for use, including but not limited to:

- i. The personal information transferred to a third party will be limited to what is needed by and for the purposes necessary for the third party to fulfill the contract or agreement.
- ii. The third party will be required to refer to BCBSA any requests for access to or complaints about the information provided.
- iii. When the personal information is no longer required by the third party, the third party will be required to either return the information to BCBSA or dispose of it in a manner acceptable to BCBSA.

An individual may review, amend or update the personal information collected about him/her.

If BCBSA refuses access to an individual to the personal information collected, BCBSA will provide to the individual the reason(s) for the refusal and any recourse available.

Where possible, a response to a request for access to personal information by an individual will be made within 30 days of the request.

BCBSA will make every effort to provide access of any individual to his/her personal information at minimal or no cost. If cost is anticipated to provide the information requested, BCBSA will advise of the cost prior to disclosing the information.

BCBSA will investigate and respond to all concerns about any aspect of the collection, use and disclosure of personal information in a timely manner. Where necessary, an individual will be advised of available avenues of complaint including the Office of the Privacy Commissioner of Canada.

BCBSA will take appropriate measures to correct any inaccurate personal information that is identified or to modify policies or procedures where necessary.

BCBSA is responsible for maintaining and protecting all personal information that it collects.

The BCBSA Chief Executive Officer has the primary responsibility for ensuring compliance with the BCBSA Privacy Policy as set out herein and has the authority to intervene on privacy issues that relate to any of BCBSA's operations. The Chief Executive Officer is responsible for the following:

- a. Collection, use and disclosure of personal information;
- b. Responding to requests and general inquiries for personal information;
- c. Responding to requests for correction to personal information;
- d. Responding to complaints about the collection, use and disclosure of personal information by BCBSA;
- e. Explaining the purpose(s) for the collection, use and disclosure of personal information;



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- f. Explaining the procedure to withdraw consent and the consequences, if any of such a withdrawal.
- g. The Chief Executive Officer may delegate any responsibilities set herein to another BCBSA employee or to an individual approved by BCBSA. All BCBSA officials and employees, or any individual approved by BCBSA to handle any responsibilities set out herein, are required to understand the nature and scope of and adhere to the BCBSA Privacy Policy.