



Building Healthy Minds and Bodies since 1977

6.2 PRIVACY POLICY

POLICY

The collection, use, disclosure and retention of employee and member personal information are all regulated by legislation in British Columbia. Okanagan Gymnastics Centre (OGC), collects and uses employee and member personal information primarily to forecast and support future planning for the provision of its programs, services, products and information to OGC members.

To enable OGC to manage and develop its operations from recreation to competitive levels, OGC may share your personal information with its members, Gymnastics BC and/or Gymnastics Canada Gymnastique, and with selected third parties who are acting on our behalf as our agents, suppliers or service providers.

Guiding Principles

Accountability

OGC is accountable and responsible for the safeguarding of the personal information of OGC members and OGC employees in our custody or under our control. OGC has appointed the Director of Administration as OGC's Privacy Officer who is responsible for privacy issues within OGC.

Purposes for which information is collected

OGC collects personal information only for the following purposes:

- a) to establish and maintain a responsible relationship with our members and to provide ongoing service to the athletes, parents, volunteers, staff and management of OGC;
- b) to support and assist our coaches, staff and volunteers in the delivery of programs and services within OGC;
- c) to support and assist Gymnastics BC and Gymnastics Canada Gymnastique in the delivery of programs and services at the national and international levels;
- d) to manage and develop OGC operations and help OGC plan for future growth; and,
- e) to meet legal and regulatory requirements as imposed on OGC by legislation.

Consent

OGC will obtain consent from OGC members and employees to collect, use or disclose personal information (except where authorized or required by law to do so without consent). Consent may be express, implied, or given through an authorized representative such as a parent or a guardian. OGC members have the right to refuse or withdraw consent at any time, subject to legal or contractual restrictions and reasonable notice. OGC members may have their name removed from OGC's telephone, mail or email lists; however, the withdrawal of consent may limit OGC's ability to communicate with and serve those OGC members.

Limits on collection

OGC shall limit the amount and type of personal information collected to that which is reasonable and necessary to fulfill OGC's stated purposes.

Limits on use, disclosure and retention

OGC shall use personal information only for the purposes for which it is collected. Personal information may also be disclosed by OGC for the following reasons:

- a) OGC may disclose a OGC member's personal information to a person who, in the reasonable judgment of OGC, is seeking the information as an agent of that member;
- b) OGC may disclose a OGC member's personal information to a public authority or agent of a public authority if, in the reasonable judgment of OGC, it appears that there is imminent danger to life or property, which could be avoided or minimized by disclosure of the information; and/or
- c) in conjunction with special offers or programs, OGC may disclose OGC members' personal information to our partners and associates or to third-party agents responsible for administering such offers or programs. Any such disclosure is made with the OGC member's consent and on a confidential basis and is limited to the information needed for the stated purpose.

Accuracy

OGC shall make every reasonable effort to ensure that personal information it is using or disclosing is accurate and complete.

Safeguarding information

OGC shall protect the personal information in its custody or control by making security arrangements to prevent unauthorized access, collection or use. OGC shall protect the confidentiality of personal information when dealing with other organizations.

Openness

OGC is open about the policies and procedures it uses to protect personal information. Information about OGC policies and procedures is available upon request through the OGC Director of Administration.

Providing access

OGC members have the right to access their personal information through the OGC's Director of Administration.

Recourse

OGC will investigate any/all complaints received regarding privacy issues and OGC shall take appropriate measures to rectify those complaints as required by legislation pertaining to privacy issues.

APPROVED BY OGC BOARD OF DIRECTORS: September 23, 2015