



**Building Healthy Minds and Bodies since 1977**

## **7.5 RELEASE OF INFORMATION TO POLICE POLICY**

### **PURPOSE**

In accordance with the Personal Information Protection Act (PIPA), the Okanagan Gymnastics Centre (OGC) will ensure that all personal information collected, maintained, or used, with respect to employees and members, is only released to the police under appropriate circumstances.

### **POLICY**

This policy applies to OGC employees, management team and any individual conducting business on behalf of OGC.

### **PROCEDURE**

In accordance with the Personal Information and Privacy Act (PIPA), OGC is required to release personal information without consent when:

1. The disclosure is for the purpose of complying with a subpoena, warrant or order issued or made by a court, person or body with jurisdiction to compel the production of personal information.
2. The disclosure is to a public body or law enforcement agency in Canada, concerning an offence under the laws of Canada or a province, to assist in an investigation, or in the making of a decision to undertake an investigation
  - a. To determine whether the offence has taken place, or
  - b. To prepare for the laying of a charge or the prosecution of the offence.
  - c. *(Sourced from the Personal Information Protection Act)*

OGC shall only disclose such employee or member personal information where authorized by PIPA or required by law. It is the Policy of OGC that any Law Enforcement Official requesting the disclosure of employee or member personal information must:

1. Present a subpoena, warrant or court order
2. Provide photo identification
3. State the reason for the request to collect personal information, where a subpoena, warrant or court order is not presented.
4. Provide a police file number.

If a Law Enforcement Official has requested the disclosure or access to an employee or member's personal information, OGC will provide a written notification to the employee or member containing a copy of any subpoena, warrant or court order and proof that phot identification was requested and received.

**APPROVED BY OGC BOARD OF DIRECTORS SEPTEMBER 20, 2017**