



## BIATHLON BC PRIVACY POLICY

### **Preamble**

Biathlon BC (“**BiBC**”) is subject to the *Personal Information Protection Act* (British Columbia) (the “**Act**”). In accordance with the Act, BiBC is responsible for the protection of personal information and the fair handling of it.

### **Aim**

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

### **BiBC Principles of Fair Information Practices**

#### Identifying Purposes

Before or when any personal information is collected by or on behalf of BiBC, BiBC 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, BiBC 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.

#### Consent

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

#### Limiting Collection

Before or when any personal information is collected by or on behalf of BiBC, or when the reason(s) for collecting the information and/or how it will be used changes, BiBC will obtain consent from the individual whose personal information is collected, used or disclosed.

For an individual who is a minor, seriously ill, or mentally incapacitated, consent may be obtained from a legal guardian, or person having power of attorney.

Consent may be obtained in person, by phone, by fax, by mail, by email or by internet, or by any other reasonable method.



Where consent is required, BiBC will provide the individual with a privacy protection notice either before or when any personal information is collected and prior to any use or disclosure of the personal information collected.

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

#### Limiting Use, Disclosure and Retention.

BiBC 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.

Personal information collected by or on behalf of BiBC will be retained only as long as necessary to satisfy the purpose(s) for which it was collected. Any personal information collected by or on behalf of BiBC that is no longer required for an identified purpose or a legal requirement will be destroyed, erased or rendered anonymous in a manner that will prevent improper access.

#### Accuracy

BiBC will make efforts to keep the personal information collected as accurate, complete and up-to-date as is necessary, taking into account the purpose(s) for which the information is collected and the interests of the individual.

#### Safeguards

BiBC will make efforts to protect the personal information collected with appropriate safeguards and security measures.

#### Individual Access

Any individual that has provided personal information to BiBC shall have access to that personal information collected, used or disclosed by or on behalf of BiBC.

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

BiBC will take appropriate measures to confirm the identity of the requestor and his/her right of access to the personal information requested. If BiBC refuses access to an individual to the personal information collected, BiBC 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.

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

### Challenging Compliance

BiBC 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.

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

### **Responsibility and Accountability**

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

The BiBC Administrator has the primary responsibility for ensuring compliance with the BiBC Privacy Policy as set out herein and has the authority to intervene on privacy issues that relate to any of BiBC's operations. The BiBC Administrator 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 BiBC;
- e) Explaining the purpose(s) for the collection, use and disclosure of personal information; and
- f) Explaining the procedure to withdraw consent and the consequences, if any, of such a withdrawal.

The Administrator may delegate any responsibilities set out herein to a member of the BiBC Board of Directors, another BiBC employee, or to an individual approved by BiBC. All BiBC officials and employees, or any individual approved by BiBC to handle any responsibilities set out herein, are required to understand the nature and scope of and adhere to the BiBC Privacy Policy.