



BIATHLON BC PRIVACY POLICY

Preamble

Biathlon BC (“**BiBC**”) is subject to the *Personal Information Protection Act* (British Columbia) (the “**Act**”), which sets out legal obligations for the collection, use and disclosure of personal information.

In accordance with the Act, BiBC is responsible for the protection of personal information at all times both throughout the organization and in dealing with third parties.

Purpose

The purpose of the BiBC Privacy Policy is to set out how personal information will be collected, used and disclosed by BiBC.

Policy

Identifying Purposes

Before or when any personal information is collected by or on behalf of BiBC, BiBC will identify the reasons for collecting the information and how it will be used. If the reasons for collecting the information or how it will be used changes after the information is collected, BiBC will inform the affected individuals 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 or disclosure of personal information.

Limiting Collection

- Before or when any personal information is collected by or on behalf of BiBC, or when the reasons for collecting the information 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.



Limiting Use, Disclosure and Retention.

BiBC will limit the use and disclosure of the personal information it has collected to the purposes for which it was collected, unless the individual otherwise consents or the use or disclosure is authorized by law.

Where possible, BiBC will use contracts or other agreements to ensure the protection of personal information that is disclosed to a third party for use, including, but not limited to:

- The personal information disclosed to a third party will be limited as to what is needed for the third party to fulfil the contract or agreement.
- The third party will be required to refer to BiBC any requests for access to or complaints about the information provided.
- When the personal information is no longer required by the third party, the third party will be required to either return the information to BiBC or dispose of it in a manner acceptable to BiBC.

Personal information collected by or on behalf of BiBC will be retained only as long as necessary to satisfy the purposes 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 purposes 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.

Openness

Information may only be accessed by approved directors, staff and volunteers, or by other persons designated as such by BiBC, and only to the extent necessary for the identified purposes.

BiBC will protect personal information in its possession using technological safeguards including restricted and password protected file access.

Any requests or enquiries about this policy or procedures related to this policy should be directed to the BiBC Office Manager.



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 them.

BiBC will take appropriate measures to confirm the identity of the requestor and their 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 reasons 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 their 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, including the Office of the Information and Privacy Commissioner of BC.

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 Office Manager 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 Office Manager is responsible for the following:

- Collection, use and disclosure of personal information;
- Responding to requests and general inquiries for personal information;
- Responding to requests for correction to personal information;
- Responding to complaints about the collection, use and disclosure of personal information by BiBC;
- Explaining the purposes for the collection, use and disclosure of personal information; and



- Explaining the procedure to withdraw consent and the consequences, if any, of such a withdrawal.

The Office Manager may delegate any responsibilities set out herein to an individual approved by the BiBC Board of Directors. All BiBC directors, staff, volunteers, and 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.

Policy History	
Approved	October 12, 2022
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