

SPECIAL OLYMPICS BC POLICY MANUAL

Section: **ADMINISTRATION**
Policy: **Privacy Policy**
Effective Date: June 2004
Revised: June 2021
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OVERVIEW

In the course of administering its mandate as a not-for-profit organization, Special Olympics British Columbia Society ("Special Olympics BC") must record, store, process, transmit and otherwise handle personal information. Special Olympics BC is committed to providing adequate safeguards for the appropriate handling of information, and we have developed this Privacy Statement, to deal with the proper collection, use and disclosure of personal information in compliance with British Columbia's *Personal Information Privacy Act* (the "Act") and all other applicable privacy laws.

SCOPE

This Privacy Statement describes how Special Olympics BC ("we" or "us") protects the privacy of personal information of (1) individuals visiting our office or website; (2) donors, sponsors, and attendees at fundraising events; (3) volunteers; and (4) athletes and athlete family members; (5) employees; and (6) other individuals whose information we collect, use and disclose (collectively "you") whether online or offline and sets forth the safeguards we undertake in handling personal information. We collect personal information when you voluntarily provide it, for example when you: correspond with us; complete our website forms; donate funds; register to attend or sponsor an event; register or participate as an athlete, volunteer or family member; participate in a survey; respond to a subscription offer; purchase promotional products; request to be on a mailing list or are hired as an employee. We may collect personal information about individuals who are under the age of majority, 19, or who are otherwise not able to give valid consent. At or before the time Special Olympics BC collects personal information about such an individual, we will seek the consent of someone who is able to give consent on their behalf, such as the individual's parent or legal guardian.

For the purposes of this Privacy Statement, "personal information" means, without limitation, information that Special Olympics BC, has collected or otherwise has in its possession, maintains or may collect that identifies or can be used to identify an individual. Personal information that may be collected by Special Olympics BC includes, without limitation, the following:

Website visitor information

Name, address, telephone number, and email address ("contact information")

Athlete information

- contact information
- gender
- date of birth
- medical insurance number and history

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- biographical information
- photographs of you
- criminal record check

Volunteer information

- contact information
- volunteer screening information
- biographical information
- medical insurance number and history
- coaching certification
- photographs of you
- criminal record check
- reference checks

Sponsor and donor information

- contact information
- organization (if applicable)
- credit card information
- bank account information

Employee information

- contact information
- reference checks
- criminal record checks
- payroll records information
- bank account information

CONSENT

We require the consent of individuals to collect, use, or disclose personal information. Unless required by law or authorized the British Columbia *Personal Information Protection Act*, we will not disclose personal information collected for other purposes unless we obtain the consent of the individual to whom it belongs.

By voluntarily providing us with your personal information, you, or if you are a minor or are otherwise not capable of giving consent, your authorized representatives, parent or legal guardian, you consent to our collection, use and disclosure of that information as described in this Privacy Statement as amended from time to time or as described at or before the time of collection, use or disclosure, as the case may be. If you do not want your personal information to

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be collected, used or disclosed in this manner, then please either (1) do not submit your personal information to us, or (2) exercise opt-out procedures described below or as may be offered at the time of collection. If you have submitted personal information and wish to withdraw your consent to its retention, use or disclosure, please contact the Privacy Officer (contact information below). You may withdraw your consent, subject to legal or contractual restrictions and reasonable notice. If you withdraw your consent, we may not be able to provide some programs or services to you.

Where permitted or required by law, Special Olympics BC may collect, use or disclose your personal information without your consent, for example to maintain contribution records to meet requirements of the Canada Revenue Agency.

PURPOSES FOR WHICH WE COLLECT, USE OR DISCLOSE PERSONAL INFORMATION

We collect personal information for the following purposes:

- to efficiently individualize communications and responses to enquiries
- to effectively administer and manage our programs and services
- to consider applicants for potential employment
- to comply with our legal obligations

Additional purposes for athlete information

In addition to the general purposes described above, if you are a current or potential athlete, your personal information may reasonably also be used to:

- establish your eligibility for registration as an athlete
- establish your eligibility to participate in our programs or receive our services
- communicate with your immediate family members
- ensure your health and safety needs and enable effective handling of medical emergencies
- statistical analysis where your data would be part of an aggregate

Additional purposes for volunteer information

In addition to the general purposes described above, if you are a current or potential volunteer, your personal information may reasonably be used to:

- establish your eligibility for registration as a volunteer
- establish your eligibility to participate in our programs or receive our services
- statistical analysis where your data would be part of an aggregate

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Additional purposes for sponsor and donor information

In addition to the general purposes described above, if you are a current or potential sponsor or donor, your personal information may reasonably be used to:

- process your donation
- administer your sponsorship of our programs and services
- request financial support
- provide information about intellectual disabilities, our programs and services, volunteer opportunities and upcoming promotions or events offered by Special Olympics BC and our Locals

If sponsors or donors prefer that Special Olympics BC or its Locals not use or disclose their personal information for fundraising or to provide further information, sponsors or donors may opt out of such uses and/or disclosures by contacting the Privacy Officer (contact information provided below).

Additional purposes for employee information

In addition to the general purposes described above, if you are an employee, your personal information may reasonably be used and/or for a variety of purposes related to commencing, managing or terminating the employment relationship.

PROTECTION OF PERSONAL INFORMATION

We are responsible for all personal information under our contrail, even if it is not in our possession. Special Olympics BC takes precautions with personal information submitted by you, including physical, organizational, and technological measures.

DISCLOSURE AND RETENTION

We will only use or disclose personal information for the purpose(s) for which is it collected.

We may disclose your personal information to:

- third-party data processors, vendors, suppliers, and providers engaged by us for the purpose of administering marketing, fundraising, and promotional activities or for effectively providing programs and services, on our behalf;
- a public authority or agent the public authority, if in our reasonable judgement, it appears that there is an imminent danger to life or property which could be avoided or minimized by disclosure of the information;

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- where you consent to such disclosure or if the disclosure is required by law.

Personal information shared with third parties will be limited to the minimum amount necessary to accomplish the purpose of the use or disclosure. We contractually require the organizations with which we provide your personal information for these purposes to have policies regarding personal information consistent with our Privacy Statement or to abide by our policies as relevant to the personal information provided to them.

We will retain personal information only as long as necessary to fulfill the purposed stated above, as required for legal or as required by law. Subsequently, we will destroy, erase, or make anonymous such information.

COOKIE TECHNOLOGY

Special Olympics BC utilizes cookie technology to store some information on your computer when you access our website. This information does not contain any personal information but enables us to communicate more meaningfully with you. Most browsers are initially set up to accept cookies, but you can set your browser to alert you every time a cookie is offered, letting you decide whether or not to accept it. You also have the option to set your browser to refuse cookies.

The Special Olympics BC website logs the IP address (or domain name), but not the email address, of visitors. This information is aggregated and logged, and used to measure statistical information about usage of the site, including but not limited to the total number of visits, average time spent on the site, and pages viewed, both in real-time, and within a certain historical time frame. SOBC uses this aggregated information to measure the use of our site and to improve the content and usage of our site.

OTHER WEBSITES

Our website may contain links to other websites owned and operated by third parties. The third parties who operate these sites may treat the collection, use and disclosure of personal information differently than we do. This could be the case even for those websites which carry Special Olympics British Columbia's, its Locals' and affiliated organizations' trademarks or logos or which are framed by this website. We therefore encourage you to review the privacy policies of these websites before disclosing your information to any third party. Special Olympics British Columbia is not responsible for the data collection, use and disclosure practices of companies or organizations to which our website may provide links.

HOW TO ACCESS OR CORRECT YOUR PERSONAL INFORMATION

Special Olympics BC establishes and maintains an individual personal file of the personal information it collects from you. Your file will be kept by Special Olympics BC and will be

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accessible at 210 - 3701 East Hastings, Burnaby, B.C. Only Special Olympics BC employees, agents and mandataries who need to access your file in the course of their duties will have access to your file.

If you wish to request access to or correct your personal information, please contact the Privacy Officer (contact information below). Some information may not be accessed in certain circumstances, for example if it contains personal information of other persons or for legal reasons. To protect your personal information, we will take reasonable steps to verify your identity before granting you access to, or making corrections to, your personal information.

CHANGES TO THIS PRIVACY STATEMENT

Special Olympics BC may change this Privacy Statement from time to time. If Special Olympics BC makes a material change, this Privacy Statement will be updated accordingly, and we will make reasonable efforts to notify affected individuals. We recommend that you review this Privacy Statement periodically so that you are aware of any changes.

CONTACT INFORMATION

If you have any inquiries, requests, or complaints regarding our Privacy Statement, please contact the Privacy Officer by:

- Sending an email to: megan@specialolympics.bc.ca
- Writing to: Privacy Officer, Special Olympics British Columbia, 210 - 3701 Hastings Street, Burnaby, BC V5C 2H6
- Calling 604-737-3077.

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SCHEDULE A

List of Special Olympics BC's Locals and Affiliates sharing information gathered by Special Olympics British Columbia:

SOBC – 100 Mile House
SOBC – Abbotsford
SOBC – Burnaby
SOBC – Burns Lake
SOBC – Campbell River
SOBC – Castlegar
SOBC – Chilliwack
SOBC – Clearwater
SOBC – Coquitlam
SOBC – Comox Valley
SOBC – Cowichan Valley
SOBC – Creston
SOBC – Dawson Creek
SOBC – Delta
SOBC – Elk Valley
SOBC – Fort St. John
SOBC – Golden
SOBC – Grand Forks
SOBC – Invermere
SOBC – Kamloops
SOBC – Kelowna
SOBC – Keremeos
SOBC – Kimberley/Cranbrook
SOBC – Kitimat
SOBC – Langley
SOBC – Mackenzie
SOBC – Merritt
SOBC – Mission
SOBC – Mount Waddington
SOBC – Nakusp
SOBC – Nanaimo
SOBC – Nelson
SOBC – North Shore
SOBC – Oceanside
SOBC – Parksville
SOBC – Penticton
SOBC – Port Alberni

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SOBC – Powell River
SOBC – Prince George
SOBC – Prince Rupert
SOBC – Princeton
SOBC – Quesnel
SOBC – Revelstoke
SOBC – Richmond
SOBC – Ridge Meadows
SOBC – Salmon Arm
SOBC – Salt Spring Island
SOBC – Smithers
SOBC – South Okanagan
SOBC – Squamish
SOBC – Summerland
SOBC – Sunshine Coast
SOBC – Surrey
SOBC – Terrace
SOBC – Trail
SOBC – Vancouver
SOBC – Vanderhoof
SOBC – Vernon
SOBC – Victoria
SOBC – Whistler Valley
SOBC – Williams Lake

Special Olympics Canada
Special Olympics International
Special Olympics Alberta
Special Olympics Manitoba
Special Olympics New Brunswick
Special Olympics Newfoundland & Labrador
Special Olympics Northwest Territories
Special Olympics Nova Scotia
Special Olympics Ontario
Special Olympics PEI
Special Olympics Quebec
Special Olympics Saskatchewan
Special Olympics Yukon