



BCSC is committed to providing our members with relevant service to the cheerleading and sport community. To accomplish this the collection, use and disclosure of some personal information about our members is necessary. This policy outlines the principles and practices we follow in protecting all personal information as it applies to BCSC and its members. The policy also applies to any person providing services on our behalf. A copy of this policy shall be provided to any member upon request.

British Columbia's Personal Information Protection Act (PIPA), sets out the ground rules for how B.C. businesses and not-for-profit organizations may collect, use and disclose personal information.

1. Definitions

- I. Personal Information – means information about an identifiable individual E.g., name, address, email address, phone number, date of birth, gender, nationality, ethnicity, healthcare history (limited to identified physical or mental disability) and educational institution (if representing a scholastic program).
- II. Contact information – means information that would enable an individual to be contacted at a place of business and includes name, position name or title, business telephone number, business address, business email or business fax number. Contact information is not covered by this policy or PIPA.

2. Collecting Personal Information

- I. BCSC will only collect member information that is necessary to fulfill the following purposes:
 - i. Register members for and deliver requested programs and services (i.e. competitions, conferences, certifications and clinic registrations)
 - ii. Process and deliver Email subscriptions
 - iii. Contact members regarding upcoming events of interest
 - iv. Contact members to pursue dispute and complaint resolution
 - v. Contact coaches and supervisors to obtain required documentation for certifications
 - vi. Use event, team, individual, and group photos for advertising, on various social media platforms, and the BCSC website
- II. The BCSC collects information directly from our members. The BCSC may collect information from other persons with member consent or as authorized by law.
- III. The BCSC informs members, before or at the time of collecting personal information, of the purposes for collecting the information. The only time this notification is not provided is when a member volunteers information for an obvious purpose. This can include scenarios when an individual emails the BCSC requesting that the BCSC provide further information on a topic, when a member sends in insurance forms or registrations, when a member is submitting an award nomination on behalf of another member, etc.



3. The BCSC asks for consent to collect, use or disclose member personal information, except in specific circumstances where collection, use or disclosure without consent is authorized or required by law. The BCSC may assume consent in cases where members volunteer information for an obvious purpose.
4. The BCSC asks for express consent for some purposes and may not be able to provide certain services if members are unwilling to provide consent to the collection, use or disclosure of certain personal information. Where express consent is needed, the BCSC will ask members to provide their consent orally, in writing or electronically. A member may withdraw consent to the use and disclosure of personal information at any time, unless the personal information is necessary for us to fulfill our legal obligations. The BCSC will respect your decision but may not be able to provide the member with certain products and services if the BCSC does not have the necessary personal information.
5. The BCSC may collect, use or disclose member personal information without consent only as authorized by law.
6. The BCSC may confidentially share member personal information with an outside organization (such as our National Sport Organization) in order to complete our business on behalf of members. If information is shared with an outside organization the information released will only include what is required to complete the service and will be maintained in complete confidence by that organization.
7. The BCSC may use member contact information to deliver goods. The law also allows the BCSC to use that contact information for the purpose of collecting a debt owed to our organization, should that be necessary.
8. The BCSC protects member personal information in a manner appropriate for the sensitivity of the information. The BCSC aims to prevent any loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to personal information.
9. The BCSC uses appropriate security measures when destroying member personal information, including shredding paper records and permanently deleting electronic records. The BCSC retains member personal information only as long as is reasonable to fulfill the purposes for which the information was collected or for legal or business purposes.
10. Members of BCSC have a right of access to their own personal information in a record that is in custody or under control of the BCSC, subject to some exceptions. Organizations are required under the Freedom of Information and Protection of Privacy Act to refuse to provide access to information that would reveal personal information about another individual. Organizations are authorized under the act to refuse access to personal information if disclosure would reveal confidential business information. Access may also be refused if the information is privileged or contained in mediation records.



- 11.** If the BCSC refuses a request in whole or in part, the member will be provided with the reasons for the refusal. Where exceptions to access apply, the BCSC may withhold that information and provide the member with the remainder of the record. Members may make a request for access to personal information by writing to our official mailing address cited on our website. Members must provide sufficient information in the request to allow the BCSC to identify the information the member is seeking. Members may also request information about the BCSC's use of personal information and any disclosure of that information to persons outside the BCSC organization.

- 12.** If you have a question or concern about any collection, use or disclosure of personal information by BCSC, or about a request for access to your own personal information, please contact our BCSC Secretary.

- 13.** If the Secretary is unable to resolve the concern, the member may also write to the Information and Privacy Commissioner of British Columbia.