

SPECIAL OLYMPICS BC POLICY MANUAL

Section: **ADMINISTRATION**
Policy: **Privacy Policy**
Effective Date: June 2004
Revised:
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This Privacy Statement describes how Special Olympics BC ("we" or "us") collects, uses and discloses personal information about (1) visitors to our website; (2) donors, sponsors, and attendees at fundraising events; (3) volunteers; (4) athletes and athlete family members; and (5) employees (collectively "you"). This Privacy Statement, which applies to British Columbia, informs you how we collect, use and disclose personal information whether online or offline. Special Olympics BC will take reasonable steps to protect your personal information in accordance with this Privacy Statement and applicable law.

THE PERSONAL INFORMATION WE COLLECT

Special Olympics BC collects 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.

Special Olympics BC 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.

The amount and type of personal information we ask from you depends on whether you are simply visiting our website or whether you are participating (or seeking to participate) in our programs and services. The type of information we request may include:

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
- biographical information
- photographs of you
- criminal record check

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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

HOW WE USE AND DISCLOSE YOUR PERSONAL INFORMATION

Special Olympics BC and, with Special Olympics BC's permission, our Locals and affiliated organizations (see Schedule A for complete list.) use the personal information that you provide only for the purposes for which it was provided, namely to:

General purposes

- establish your identity
- administer and manage our programs and services
- communicate with you
- provide you with our newsletter
- respond to your inquiries

Additional purposes for athlete information

In addition to the general purposes described above, if you are a current or potential athlete, your information may 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

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- 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 information may 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

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 information may 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 British Columbia Special Olympics and our Locals

If sponsors or donors prefer that British Columbia Special Olympics 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).

We may also share your personal information with third party data processors, vendors, suppliers and providers responsible for administering marketing, fundraising, and promotional activities or for providing programs and services, on our behalf. 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.

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CONSENT

By 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, 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 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 above 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.

PROTECTION OF PERSONAL INFORMATION

Special Olympics BC takes precautions with personal information submitted by you, including physical, organizational, and technological measures. However, given that electronically transmitted data is not 100% secure, we make no warranties as to the security of any information that you submit electronically, which you do at your own risk.

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 e-mail 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. SOC uses this aggregated information to measure the use of our site and to improve the content and usage of our site.

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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 British Columbia Special Olympics', 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. British Columbia Special Olympics 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 will establish and maintain a file of the personal information that you provide to us. Your file will be kept by Special Olympics BC and will be accessible at 210 - 3701 East Hastings, Burnaby, BC. 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

This Privacy Statement was created on June 23, 2004, and 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: jpasnak@specialolympics.bc.ca
- Writing to: Privacy Officer, Special Olympics British Columbia, 210 - 3701 Hastings Street, Burnaby, BC V5C 2H6
- Calling 604-737-3180 in the Lower Mainland or 1-888-854-2276 elsewhere in BC

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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 – Cranbrook/Kimberly
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 – Mission
SOBC – Nakusp
SOBC – Nanaimo
SOBC – Nelson
SOBC – North Shore
SOBC – Oceanside
SOBC – Parksville
SOBC – Penticton
SOBC – Port Alberni
SOBC – Powell River
SOBC – Prince George

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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 North West Territories
Special Olympics Nova Scotia
Special Olympics Ontario
Special Olympics PEI
Special Olympics Quebec
Special Olympics Saskatchewan
Special Olympics Yukon