

PERSONAL INFORMATION PROTECTION

A. Introduction

Triathlon BC respects the privacy of its Board of Directors, financial supporters, members, coaches, officials, managers and staff. This policy sets out how Triathlon BC deals with personal information of said individuals.

B. Policy Details - Collecting Personal Information

Triathlon BC collects basic personal information about its Board of Directors, financial supporters, members, coaches, officials managers and staff. This information is collected only as it relates to an operating program or organizational activity and is collected for the following purposes:

1. To establish and maintain a responsible relationship with these interested individuals and to provide ongoing service;
2. To understand needs and preferences in order to better meet service expectations;
3. To manage and develop organizational operations; and
4. To meet legal and regulatory requirements.

Disclosing Personal Information

There are a variety of circumstances where Triathlon BC may need to disclose some personal information about our members or clients. For example:

1. An individual's personal information may be disclosed to a person who, in the reasonable judgment of Triathlon BC, is seeking the information as an agent of the member.
2. Triathlon BC may disclose an individual's personal information to a public authority or agent of a public authority, if in the reasonable judgment of Triathlon BC, it appears that there is imminent danger to life or property which could be avoided or minimized by disclosure of the information.
3. In conjunction with special offers or programs, Triathlon BC may disclose personal information to program partners or to third-party agents responsible for administering such offers or programs. Any such disclosure is made on a confidential basis and only with the individual's express consent.

Protecting Personal Information

In order to protect personal information and individual's right to privacy, Triathlon BC:

1. Will not collect, use or disclose personal information for any purpose other than those identified above, except with consent;
2. Will protect personal information with appropriate security safeguards;
3. Will protect the confidentiality of personal information when dealing with other organizations;
4. Will strive to keep personal information as accurate and up-to-date as is necessary for the purposes identified above; and
5. Will honour any request made for access to one's own personal information. Any individual can refuse or withdraw consent for the collection, use and disclosure of personal information, subject to legal or contractual restrictions and reasonable notice.

C. Additional Pertinent Information

This policy is congruent with Canada's Privacy Act that came into effect on July 1, 1983.

D. Policy Implementation

The Executive Director is responsible for implementing this policy, managing relevant personal information databases, receiving any complaints and bringing them forward to the attention of the Board of Directors.

E. Modification of Criteria

There are no exceptions or exclusions to this policy.