780 SW Marine Drive, Vancouver BC, V6P 5Y7
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BC Adaptive Snowsports — Privacy Policy & Procedures

Purpose & Scope

BC Adaptive Snowsports ("the Organization") is committed to handling personal information responsibly and in compliance with the **British Columbia Personal Information Protection Act (PIPA)**. This policy outlines how we collect, use, disclose, retain, and protect personal information from athletes, their families, coaches, volunteers, staff, board members, and other stakeholders.

PIPA's standards prevail in case of any inconsistency with this policy.

Accountability

Our designated **Privacy Officer(s)** is responsible for overseeing compliance with PIPA, handling privacy-related inquiries and complaints, and ensuring staff and volunteers receive training on privacy protocols.

Privacy Officer
BC Adaptive Snowsports
780 SW Marine Dr, Vancouver B.C.
Sandra@bcadaptive.com

604 – 338 -3173

Definitions

- **Personal Information**: Any information about an identifiable individual (e.g., name, contact details, health info, performance metrics, opinions). It excludes business contact information such as work email or phone.
- **Sensitive Personal Information**: Health-related data (e.g., allergies, medical history), personal demographic data, and any performance or disciplinary records.

Collection, Use, & Disclosure

We only collect personal information necessary to deliver our programs and services, which may include:

- Contact and emergency details (e.g., name, address, phone, email, emergency contacts)
- Demographic and participation details (e.g., date of birth, performance history, uniform sizes)
- Coaching or certification credentials (e.g., NCCP numbers, resumes)

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- Health and medical info for safe participation (e.g., allergies, health notes, provincial health numbers)
- Photo/video consent for promotion, technical analysis, and training purposes
- Travel-related info (e.g., passport/travel ID, frequent-flyer numbers)
- Criminal record checks for staff or volunteer screening
- Marketing and demographic insights to evaluate and improve programming. We may share information with: CADS, or other sanctioning bodies when applicable
- Funding entities (e.g., viaSport) when required for reporting or financial support.

If using personal information for a new purpose, we'll obtain documented consent.

Indirect Collection

When collecting data through third-party clubs or partner organizations, we rely on them to ensure accuracy and compliance with PIPA.

Consent

We collect consent lawfully and transparently. Consent may be:

- **Express** (written, oral, checkbox)
- **Implied** (e.g., circulation of non-sensitive info at public events, with notice and opt-out)

Individuals may withdraw consent at any time. Consequences—such as limitations in participation—will be communicated.

Limits on Collection

We collect only what is necessary, lawfully, and without deception.

Use, Disclosure & Retention Constraints

Personal data will be:

- Used solely for collected purposes or as consented
- Shared with third-parties only under contractual safeguards or with consent
- Retained at minimum for one year after last use, then securely destroyed or anonymized, per best practices or legal requirements.

Accuracy

We strive for accuracy and currency of personal information. Individuals can revise errors through our access request process.

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Safeguards

We protect personal data through appropriate measures, such as locked storage, encryption, password protection, firewalls, access restrictions, etc.

Transparency

Upon request, information regarding our privacy policies and practices is available, including:

- Privacy Officer contact
- Access and correction procedures
- Types of information held and their uses
- Any relevant brochures or explanatory material
- Third parties with whom data may be shared.

Access & Correction

Individuals can:

- Request access within 30 days (nominal fees may apply)
- Ask for corrections; if denied, we'll annotate the file accordingly
- Be informed of any refusal's legal basis, per PIPA

Handling Privacy Complaints

Complaints may be made to the Privacy Officer in writing. The process includes:

- Logging receipt and acknowledging receipt
- Attempting informal resolution
- If unsuccessful, appointing an investigator (internal or independent)
- Providing a resolution within 60 days and notifying complainant of outcomes and corrective action.

Individuals may escalate unresolved complaints to the **Office of the Information and Privacy Commissioner for BC**.

Policy Review

This policy will be periodically reviewed and updated as needed. The date of the latest review and Board approval will be clearly recorded.