

# **PERSONAL INFORMATION PROTECTION ACT**

## **PRIVACY OFFICER: EXECUTIVE DIRECTOR**

**Contact: Wrestling BC office - 604-737-3092**

### **POLICY:**

1. This policy outlines the continued commitment of Wrestling BC to safeguard the privacy of all individuals from whom personal information is collected, as well as their rights regarding such information. It governs all Wrestling BC staff and/or board members that may deal with personal information in the course of their duties. To the extent required by law and as governed by this policy, Wrestling BC is responsible for the personal information under its control, and has designated a Privacy Officer who is responsible for ensuring Wrestling BC's compliance with applicable legislation and the principles contained in this policy.
2. Wrestling BC will only use the personal information it collects from prospective, current and former coaches, officials, ice makers, club volunteers and staff in order to establish, maintain or terminate their relationship with Wrestling BC, unless we obtain specific permission to use that personal information for other purposes.
3. Wrestling BC may disclose personal information to third parties without the individual's consent only as required by law or court order and to cooperate with government authorities in accordance with a criminal or other investigation.
4. Wrestling BC endeavours to only collect personal information that is reasonably required to establish, maintain or terminate a specific relationship with Wrestling BC. This information may include some or all of the following:
  - a. Name
  - b. Home address, phone number and e-mail address
  - c. Age
  - d. Gender
  - e. Theoretical and practical course work completed
  - f. Overall status (e.g. certification level)
  - g. Individual athlete testing results
  - h. Performance reports from coaches and officials. Criminal records check
  - j. Any information required by law
5. Wrestling BC assumes that the personal information provided for the purposes identified in this policy is accurate. However, we will endeavour to ensure that the personal information received is as complete and up-to-date as necessary for the purposes for which it is to be used. If there is inaccurate personal information in an individual's file, the individual may update and correct any errors by contacting the Executive Director. If Wrestling BC concludes that a correction is not warranted, individuals will be permitted to attach a notation to their personal file.
6. Individuals may access their personal file by submitting a request, either in writing or by e-mail, to the Executive Director. Requests will be accommodated at reasonable intervals, where possible, within five business days of the receipt of the initial request. A designated staff member will be present while the individual reviews the file. In some circumstances, Wrestling BC may limit access to parts of the individual's file. This will be necessary if providing access would disclose information that is subject to legal proceedings, relates to an ongoing internal investigation or examination, is protected by privilege or contains third party information.
7. If individuals have a complaint or concern about the treatment of their personal information by Wrestling BC, those concerns should be addressed, in writing, to our Privacy Officer. A response will be provided within 30 days of our receipt of written notification of a complaint or concern. If our Privacy Officer does not resolve matters to the satisfaction of the individual, the individual may file a complaint with the provincial privacy authority at the following address:

Information and Privacy Commissioner for British Columbia  
4 - 1675 Douglas Street  
Victoria, British Columbia  
V8V 1X4