

FRONTIER **TWIRLERS** **SQUARE DANCE CLUB** **VICTORIA, B.C.**

Policy and Procedures relating to the Personal Information Protection Act.

Purpose

The Frontier Twirlers Square Dance Club (hereinafter "the FT") is an organization which is subject to the Personal Information Protection Act of the Province of British Columbia (hereinafter "the Act"). This statement sets forth the practice, policies and procedures which the FT shall follow to ensure its compliance with the Act.

The Act requires that these shall be what a reasonable person would consider appropriate for the circumstances. The practice, policies and procedures are those which enable the FT to fulfill its objects to enable its members to enjoy Square and Round Dancing and attend functions related to those objects.

Information Collected

The information collected for each member shall be limited to the following:

- a) First Name and Surname;
- b) Home Address;
- c) Home Telephone Number;
- d) Year Joined
- e) Email Address (optional);
- f) Day & Month of birth (optional)
- g) Nickname (optional);

No other information is deemed relevant for the proper functioning of the Club.

Use made of Information Collected

On adoption and until further notice, the following are the uses to which the information shall be put:

- a) Communication with members by the Officers and Executives of matters relative to the operation of the club, of its dances and/or other functions;
- b) Registering members as required with organizations promoting Square and Round Dancing at Regional, Provincial and National Levels;
- c) Permitting Third Party Insurance coverage to be obtained covering accident or injury at Square and Round Dances;
- d) Registering members with the publishers of Cross Trail News, an information booklet published several times annually for the benefit of Square and Round Dancers on Vancouver Island;
- e) Publishing a list containing Name, Address, Phone and Email contact information (if provided), which shall be available to all club members for the purpose of permitting them to contact each other for personal reasons (i.e. NOT commercial, professional, soliciting or similar). A member may request in writing that no information other than his or her first name and surname or first name and initial be included in the Name and Address List, provided it is understood that it may be made available to Executive Officers for the purposes set forth in a) and c) above.;
- f) For such other purposes as may be approved by a member from time to time.

Members Confirmation or Provision of Information and Consent

Upon renewing membership in September each year every member shall confirm the accuracy of or correct the information collected by the FT pertaining to him or her. This shall be provided to the Officer responsible for Membership records, normally the Membership coordinator. This confirmation may be either written or oral. It shall, in either case, be recorded by the Executive member responsible.

Any persons joining the FT other than in September of each year shall give the requisite information at the time of joining and shall confirm it again in the September

By confirming or giving the information as in this section provided each member of the FT is deemed to also have given his or her consent to the use of that information for the purposes set forth in this Statement of Policy and Procedure. Any change in consent shall be by written notice to the FT's Privacy Administrator in writing, provided that such notice shall never prevent use of the information for purposes a) and c) of the preceding section.

In January or February of each year, the FT Privacy Administrator shall ensure that each member is given the opportunity to review the information relating to him or her and update it.

Security of Information

Only the member of the Officer responsible for membership records and the FT Privacy Administrator may retain, maintain and update or change personal information provided by members. They shall ensure that it is not released to any person or persons except as permitted by this Procedure and Policy document or as otherwise required by law.

Records may be retained in either written or electronic form or both and may be made available to those entitled to receive them in either form.

Any member misusing information may be subject to expulsion from the FT under the terms of its constitution and bylaws.

Retention of Information

As the FT maintains information in order to maintain its history, the names of members in any year shall not be deleted or removed from the club records, however the remaining information shall be deleted from the records at the end of the third dance year (i.e. in the month of July) after it has been collected.

Processing of Access Requests, Inquiries and Complaints.

All requests for the contents, changing, amendment or correction of personal information shall be made, in the first instance, to the club Officer, responsible for membership records. Such requests may be in written, electronic or oral form. Upon receiving such request, the records shall within a reasonable time thereafter be changed as requested.

If a member is not satisfied with the response to a request or inquiry made in accordance with this section, he or she may complain to the FT Privacy Administrator who shall then be responsible for the satisfactory handling of the matter. The FT Privacy Administrator shall inform a member making a request of the consequences if complying with the request shall result in adverse consequences to such member and shall give such member the opportunity to withdraw the request. Such withdrawal may be in written, oral or electronic form.

Privacy Administrator

The FT Privacy Administrator shall be the person responsible for the compliance by the Frontier Twirlers with the provisions of the Personal Information Protection Act and the Regulations made there under from time to time.

The FT Privacy Administrator shall be the Vice President, except when the Executive may designate some other person as Privacy Administrator in his or her place or stead.

The FT Privacy Administrator shall be responsible to the club for ensuring that the format of information collected and records maintained by the club is adequate to enable to meet its obligations under the Act.

Effective

Policy adopted @ FT AGM – May 05