

## **Privacy Policy**

### **Purpose:**

To ensure the protection of confidential information that is collected by Stanley Park Lawn Bowling Club (SPLBC). The policy ensures that SPLBC representatives act appropriately and consistently at all times.

### **Definition:**

Confidential information includes but is not limited to the following items:

Personal information of SPLBC members includes but not limited to their respective name, address, e-mail, telephone number, cell phone number, date of birth, gender, emergency contact and financial information.

### **Procedure and Responsibilities:**

- SPLBC will be governed by the British Columbia Personal Information Protection Act (PIPA). The content of PIPA is available online.
- SPLBC will collect relevant and necessary contact and demographic information on the membership application form. This information will be maintained by the Membership Team Leader and made available to Board members.
- Contact and demographic information will be supplied annually to Bowls BC as required. This information will not be disclosed to any unauthorized person, firm, corporation, or third party without prior written consent.
- The Membership Committee will produce an annual Directory containing the member's name, telephone number and email address. Members may opt out of having their contact information included in the Directory.
- If members want or need mailing addresses or any other personal information, they must personally contact each other.

**Approved May 11, 2020**