



PISE Privacy Policy

Overview of Organization:

Founded in 2008, PISE is a non-profit charitable organization that provides programs and services for South Vancouver Island while managing the Pacific Institute for Sport Excellence facility, the first summer sport institute in Canada. Nationally recognized for work in the areas of physical literacy and inclusion, PISE is also a part of the viaSport Regional Alliance in BC. The organization helps build a healthy, active community while focusing on inclusion, physical literacy, active living and supporting the development of performance sport. PISE's driving purpose is to transform lives through healthy activity and sport by providing physical activity and health education programming and services for children, youth, and adults.

Objective:

It is PISE's (Pacific Institute for Sport Excellence Society's) policy to respect your privacy in a manner that adheres to the 10 principles that comprise the Personal Information Protection and Electronic Documents Act (PIPEDA) and to comply with these principles at federal and provincial levels.

PISE acknowledges the value of its relationships with clients, potential donors, existing donors, members, employees, and third-party relations and is committed to respecting and protecting their personal information, and to do so by making this document public information that can be easily accessed at any time.

Personal Information Defined:

Under the provisions of *PIPEDA*, Personal information is defined as "information about an identifiable individual and includes any factual or subjective information."



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Policy:

1. Accountability

PISE's accountability with PIPEDA and other applicable laws lies with the organization's designated Privacy Officer, the CEO, whose contact information is available to interested individuals through PISE's website or by contacting PISE at 250-220-2510.

This policy applies to PISE and to any person providing services on its behalf, and a copy of this policy will be provided to any interested individual upon request.

PISE acknowledges that it is responsible for any personal information in its possession, including information that has been transferred to a third party for processing. In cases where such transfers take place, PISE will ensure that the third party has comparable privacy safeguards in place.

2. Identifying the Purpose

PISE's purposes for collecting personal information will be limited to those which are related to its projects, programs, and activities. During the course of its various projects, programs and activities, PISE may collect information concerning donors to comply with requirements for gift processing and to provide them with information about how donated funds are used and for future updates about donations. PISE may also collect information from board members, employees, members, and other volunteers or third parties.

PISE will identify the specific reasons for collecting personal information before or at the time of collection. Before or when any personal information is collected, the reason why it is needed and how it will be used will be identified. The information collected will be documented for this reason, and individuals will be informed from whom the information is collected and why it is needed. An individual's consent will be obtained before using any information collected for a new purpose.

3. Consent

The way PISE obtains consent for the collection of personal information varies with the sensitivity of the information collected. In compliance with PIPEDA, PISE will specify what personal information is being collected and why, and individuals will be informed of the purposes of collection. Consent will be obtained from any individual whose personal information is being collected, used or disclosed.



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Individuals can give explicit consent either verbally or in writing, and when consent is implied, PISE assumes that the individual to whom the personal information pertains has agreed to its collection and use for a specific purpose without having requested further explicit affirmation.

PISE will seek to gain consent either in writing, orally or in person, or through an opt-out process such as checking off a box regarding future contact or collection of personal information.

4. Limiting Collection

PISE will not collect information indiscriminately, and the types of information collected are limited to that which is necessary for the activities of the organization. Personal information collected by PISE will be done through lawful means and will never intentionally mislead individuals about the purposes for which information is being collected.

The kind of personal information collected by PISE will be limited to what is necessary and will be identified through the types and means that personal information is collected by PISE. This includes information collected from PISE's website, directly from an individual, or from public sources.

5. Limiting Use, Disclosure, and Retention

Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information shall be retained only as long as necessary for the fulfillment of those purposes.

a. When PISE uses personal information for purposes other than those given at the time of collection, consent will be obtained for those specific purposes.

b. PISE does not sell, rent, or trade mailing lists.

c. Personal information is disclosed only to third parties who have signed an agreement by which they agree to adhere to the terms of PISE's privacy policies.

d. PISE will not disclose an individual's identity or personal information to third parties except in accordance with the terms of its privacy policies or unless required to do so as



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a part of an internal investigation or other law enforcement purpose, or as required by law.

e. Personal information will be retained as long as the purpose for which the information was originally collected remains valid.

f. Once personal records are no longer required, PISE will dispose of the information in accordance with its Document Retention Policy.

6. Accuracy

Personal information shall be as accurate, complete and up to date as is necessary for the purposes for which it is to be used by PISE.

7. Appropriate use of Safeguards

PISE is committed to protecting personal information by ensuring appropriate security safeguards are in place. Only authorized personnel shall have access to personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Safeguards are in place and integrated into the day-to-day operation of PISE against such risks as unauthorized access, collection, use, disclosure or disposal.

PISE employees are made aware of the importance of maintaining the confidentiality of personal information, and we exercise care in the disposal and destruction of personal information to prevent unauthorized parties from gaining access to it. All employees and volunteers having access to personal information are required to sign a Confidentiality Agreement.

Methods of protection used by PISE will include physical measures (e.g. locked filing cabinets, restricted access to offices, organizational measures, and technological measures (e.g. use security passwords and encryption.)

Any third parties with access to personal information through a confidentiality statement for the use that it was collected are expected to safeguard the information entrusted to them in a manner that is consistent with this policy and PIPEDA. (Examples of third parties include fitness program contractors and mailing services.)



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8. Openness

PISE will be transparent about its privacy policies and procedures with respect to the management of personal information and will make it readily available. Clients, potential donors, existing donors, members, employees, and third-party relations will be informed of PISE's policies and practices laid out in this document for the management of personal information. These and other applicable policies will be made understandable and easily available.

PISE's employees will be made familiar with the procedures for responding to individual inquiries and will be able to make available the name of PISE's privacy officer and how to gain access to his or her personal information.

9. Individual Access

Upon request, an individual shall be informed of the existence, use, and disclosure of his or her personal information and shall be given access to that information. An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

PISE will respond to an individual's request within a reasonable length of time, but no longer than one month. The requested information shall be made available in a form that is understandable, and this form shall be provided at minimal or no cost to the individual requesting it.

10. Challenging Compliance

An individual shall be able to address a challenge concerning compliance with the above principles to the designated individual or individuals accountable for PISE's compliance. Simple and easily accessible complaint procedures established are known to PISE employees, and all complaints received will be investigated thoroughly.

The date a complaint is received, and the nature of it, will be recorded. Receipt of all complaints will be acknowledged promptly, and if a complaint is found to be justified, PISE will take appropriate measures to revise the personal information and, if necessary, amend PISE's policies and practices.

Individuals will be notified of the outcome of investigations clearly and promptly, informing them of any relevant steps taken.



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11. Policy Review This policy will be reviewed every 3 years, or as frequently as required to ensure compliance with changes in law.

12. How to contact the Privacy Officer:

Inquiries, complaints or access requests should be addressed to: Privacy Officer, PISE, 4371 Interurban Rd., Victoria, BC V9E 2C5, Email: rbettauer@piseworld.com. Ph: 250-220-2512 or fax: 250-220-2501

PISE Privacy Policy Date:

Board Approval:

Reviewed and Approved: