



# *B. C. HIGHLAND DANCING ASSOCIATION*

Established 1934

<http://www.agspider.com/BCHighlandDance/>

## Privacy Code

Page 1 of 4

*B.C. Highland Dancing Association's* (hereinafter the "Association") Privacy Policy applies to its Members and Dancers, as defined in the By-Laws, and any Individual or Dancer who may have limited association by way of an Open Competition Event.

### Collecting and Using Information:

#### Why information is collected:

It is import for the Association to maintain an accurate record of its membership and dancers. This information is used to run efficient dancing events, distribute News Letters and other Association information, and to obtain funding from the Provincial Government.

#### How information is collected:

Membership forms  
Dancers' entry forms  
No third party information will be collected

#### What Information is collected:

Only information as asked on the Membership form or the Dancers' entry form will be maintained, or pertinent information that has been provided by the Member or Dancer, such as alternate contact names, phone numbers, e-mails, or like information.

Information maintained on file:

Name of Parent or Gaurdian	Dancers' Names
Mailing Address	ScotDance Number
Contact Phone numbers	Dancer's age
Email Address	Dance Teacher
	Dancers' Results

#### Assigning information:

Dancers will be assigned a dance number when the Competition Secretary has accepted their entry form. This number is assigned in a numeric order, as decided by the Competition Secretary, for the purpose of keeping track of the dancers and their scoring or placing.

#### Other information:

**Health:** The Competition Secretary may require Health information regarding a dancer from time to time, should that information affect the placing of the dancer.

**Raffles.** From time to time, raffles will be used at Association events as a form of fundraising. Enterers will be requested to provide their name and phone number, sometimes their address, for the purpose of awarding prizes. All entries will be destroyed after the event.

### Releasing Information:



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<http://www.agspider.com/BCHighlandDance/>

## Privacy Code

Page 2 of 4

### Who gets to see the information and why?

**Membership:** the Membership Person will review all information on the Registration form. This is for the purpose of maintaining proper and accurate records.

**Competition Secretary:** the Competition Secretary will maintain a record of the all competing dancers: their names, date of birth, ScotDanceBC Number, and Dance Teacher. This is for the purpose of categorizing and record keeping.

**Line-up:** Line-up volunteers, for each event, will be provided with the names, general age by category, and dance number of the competing dancers. This is solely for the purpose of running the dance in a smooth and efficient manner. After the event, the information will be returned to the Competition Secretary.

**Judges:** Judges, for each event, will be provided only the dance number of each competing dancer for the purpose of scoring. Judges sheet will be turned over to the Scorekeepers.

**Scorekeepers:** Scorekeepers will maintain for each event, the names, general age by category, and dance number of the competing dancers, and tabulate the Judges scoring. The Scoring records are turned over to ScotDanceBC for record keeping.

### Disclosure of information:

**Event Programmes:** At each event a programme will be made available to the general public that will be provided by: general age by category, the name, dance number, and possibly the City, of the competing dancers.

**Dancers' Results:** Dancers Results will be posted by general age by category. Any Dancer who places will have their name, dance number and placement publicly disclosed, either in writing, orally, or electronically, (posted on the web).

### Emergency disclosure of information:

The Association may disclose personal information to medical staff, in an emergency, should a member or dancers, or their parent or guardian, be unable to communicate directly with the medical staff.

### General disclosure of information:

For the purposes of Fundraising, (B.C. Gaming), general information will be disclosed, in the form of the number of members, dancers, and city of residency. No identifying information will be disclosed.

### Information not released without consent:

The Association will not release any of its members' or dancers' information to a third party for the purpose of solicitation, marketing or benefit to a third, without prior consent.

## Protecting Information:

### Storing and access to information

Information is stored in the original, hard copy, format as received from the membership forms, and dancers' entry forms.

The information will be seen and compiled, either manually or electronically or hard copy by:

- the Membership person for the purpose of maintaining membership information.



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<http://www.agspider.com/BCHighlandDance/>

## Privacy Code

Page 3 of 4

- the Competition Secretary for the purpose of compiling Dancers' list, event programmes, Judges' sheets
- News Letter person for the purpose of distributing the News Letter of other related Association information
- Judges for the purpose of scoring
- Scorekeepers for the purpose of tabulating Dancers' results

### Who has access to the information

The above information in whole or in part will be available to the President, Secretary and Treasurer of the Association.

### Security measurements

All related parties, as noted above, will do their best to protect all information entrusted to them, and will not disclose any information to others or use personally, either in whole or in part, for purposes other than what it was intended for.

### How long is information stored

Hard copy Membership forms, and Dancers' Entry forms will be destroyed at the end of the Association fiscal year.

Membership records will be maintained up to two years after a Member has ceased to be a Member of the Association, as defined by the By-Laws of the Association.

Judges Scoring sheets, and Scorekeepers tabulation results will become part of the Association Official Records and be maintained permanently.

All Dancers Results will be permanently maintained, and become part of the Association Official Records.

Programmes will become part of the Association Official Archives and Historical Records. Programmes acquired by the general public the Association has no control over.

- a rider will be placed in all programmes: *"The information as provided in this Programme is the sole property of the B.C. Highland Dance Association, and shall not be used of any other purpose, or to used by an other party for the purpose of solicit or marketing"*.

After each Association event, non-essential records, such as line-up sheets will be destroyed.

### Refusing to provide information:

Any member or dance may refuse to disclose personal information, but by doing so may limit their access to Association information or participation in events.

### Providing Information Access and Accuracy:

All Members, Dancers and any Individual have the the right to access and view their own information. Notice must be given to the Membership person, who will make suitable arrangements for the requester to view their information.

Any information found to be inaccurate will be corrected and or removed from the file.



# *B. C. HIGHLAND DANCING ASSOCIATION*

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<http://www.agspider.com/BCHighlandDance/>

## **Privacy Code**

Page 4 of 4

### **If you have a problem;**

You may contact the Chair Pearson, and if the problem is unresolved

#### **Canada - Contact:**

The Office of the Privacy Commissioner of Canada

112 Kent Street, Ottawa, Ontario, K1A 1H3

toll free: 1-800-282-1376

<http://www.privcom.gc.ca/>

<http://laws.justice.gc.ca/en/P-8.6/index.html>

[http://www.privcom.gc.ca/legislation/index\\_e.asp](http://www.privcom.gc.ca/legislation/index_e.asp)

#### **Provincial - Contact:**

Corporate Privacy and Information Access Branch

PO Box 9499 Stn Prov Govt

Victoria, BC, V8W 9N9

PIPA Hot Line: (250) 356-1851

BC toll free: 1-800-663-7867 and ask for 356-1851

E-mail: [CPIAADMIN@gems5.gov.bc.ca](mailto:CPIAADMIN@gems5.gov.bc.ca)

[http://www.msar.gov.bc.ca/foi\\_pop/Privacy/](http://www.msar.gov.bc.ca/foi_pop/Privacy/)

[http://www.qp.gov.bc.ca/statreg/reg/P/PersonalInformation/473\\_2003.htm](http://www.qp.gov.bc.ca/statreg/reg/P/PersonalInformation/473_2003.htm)