



PRIVACY, CONFIDENTIALITY & RECORDS OF CONSENT POLICY

POLICY STATEMENT

The Buckhorn Community Centre (BCC) has best practices in place to safeguard the personal information of its employees, volunteers, members, participants, visitors, and contractors/vendors and is committed to ensuring this information is stored confidentially. Employees and volunteers must sign a Confidentiality Agreement before the commencement of duties.

DEFINITION:

Personal Information – is information about an identifiable individual.

Why is this policy important?

This policy demonstrates the BCC's compliance with local, provincial, and federal privacy regulations and legislation including the Personal Information Protection and Electronic Documents Act (PIPEDA).

PROCEDURE

General Manager (GM) will monitor employees, volunteers, members, participants, visitors, and contractors/vendors for privacy and confidentiality breaches such as disclosing private information.

RECORDS of CONSENT for participants:

To maintain due diligence and participant/caregiver/legal guardian awareness, records of consent for the following activities will be collected and kept on file for participants attending programs:

- Consent to use and disclose photographs and videos of participants,
- Consent to seek medical treatment in the event of an accident,
- Consent for participation in supervised activities known to have risks,
- Consent for the collection, use, and disclosure of personal information such as email for contacting participants about program activities, and,
- Consent for the safe release of participants with diminished cognitive or physical capacity.

GENERAL GUIDELINES:

- The BCC could collect the following information: name, address, telephone number, email address, and if a family, the name, ages, and genders of the minor children.
- The genders and ages of minor children are only used to verify eligibility for children's events and the volunteer manpower required.
- If applicable, legal guardian/caregiver names, home addresses, email, and phone numbers will be collected and kept on file.
- An emergency contact of someone who would be able to provide support in the event of an emergency.
- Information regarding a volunteer's accessibility needs, physical limitations, and/or health conditions such as allergies will be used to identify areas of work where the volunteer can be safe.
- Vendors may submit a personal biography (bio) for use in the Buckhorn Festival of the Arts promotion and marketing initiatives or any other event hosted by the BCC requiring a vendor or artist bio.
- Vendors may be asked to submit a description of their artwork or craft that may be used for promotional and marketing initiatives.
- If any personal information is voluntarily provided, it will be interpreted as having given consent to use the personal information provided.
- Persons under eighteen (18) years of age must provide signed consent by an adult before the child or youth's name and age are published.
- Personal information voluntarily collected is entered and stored in our Customer Relationship Management Database – SUMAC. Note: SUMAC is a Cloud-based service.
- Personal information may be used for the following reasons: promotion & marketing, fundraising & solicitation, volunteer recruitment, and membership communication.
- Note consent for photography and video: Cross-referenced with the Social Media & Web Content Publishing Policy.

EVIDENCE: We are following the policy if...

- There is rarely a reported incident of a breach in privacy or confidentiality at the BCC.
- Reported breaches of privacy and confidentiality are dealt with as soon as they become known.
- The breach will be reported to the board by the GM.

COMMUNICATION

This policy will be posted and made available to employees, volunteers, members, participants, visitors, and contractors/vendors to the BCC.

Forms/Policies Connected to this Policy

1. Confidentiality Agreement
2. Social Media & Web Content Publishing Policy