

**BASKETBALL  
NOVA SCOTIA**



## **Basketball Nova Scotia Privacy Policy**

### **Privacy of Personal & Personal Health Information**

Basketball Nova Scotia understands the importance of its members' privacy and the sensitivity of personal information. Basketball Nova Scotia is committed to protecting privacy in its collection, use, and distribution of personal information. This Policy outlines how Basketball Nova Scotia manages its members' personal and personal health information and safeguards privacy.

### **What is Personal Information?**

Personal information is information about an identifiable individual such as name, age, ethnic origin, home addresses, personal email addresses, and home telephone numbers. Personal information does not include the work title, business address or business telephone number of an employee. This exception has been referred to as "business card" or "non-personal" information. Basketball Nova Scotia uses both personal and non-personal information when providing services to its members.

### **What is Personal Health Information?**

Personal Health Information is any recorded information about an identifiable individual related to that person's health or health care history, the provision of health care to the individual or payment for health care provided to that individual.

### **Collecting Personal & Personal Health Information**

Basketball Nova Scotia collects and uses personal and personal health information to be able to provide its members with services as well as to develop and enhance its service to its members. For example, Basketball Nova Scotia collects, uses, and discloses personal information to:

- create a mailing list for distribution of Basketball Nova Scotia materials;
- communicate with members about activities of Basketball Nova Scotia;
- maintain membership information;
- administer insurance and/or benefit plans;
- investigate, process, and arbitrate grievances;
- create Basketball Nova Scotia statistics;
- promote the sport of basketball.

Basketball Nova Scotia collects personal and personal health information about members in a variety of ways including the following:

- Voluntarily from members
- Registration forms
- Information provided by other sporting and/or basketball organizations, including the National Sport

## Organization (NSO)

### Consent

When members complete an application for benefits under an insurance plan administered by Basketball Nova Scotia or sign any Basketball Nova Scotia form, members consent to the use of their personal and personal health information by Basketball Nova Scotia for the purposes listed above and to the sharing of personal and personal health information with third parties by Basketball Nova Scotia.

### Disclosure of Personal & Personal Health Information

Under certain circumstances, Basketball Nova Scotia will disclose its members' personal and personal health information:

When members have consented to the disclosure; or

If the disclosure is required to comply with a subpoena or warrant issued or an order made by a court, person or body with jurisdiction to compel the production of information, or to comply with rules of court relating to the production of records; or

When the services that Basketball Nova Scotia is providing requires it to give information to third parties (for example, administrators of insurance or benefit plans), members' consent will be implied, unless members tell us otherwise.;

or

Where there exists or it is believed that there exists an imminent and serious risk to the physical or mental health of a member.

### Third Party Access

Basketball Nova Scotia has agreements with other parties that, when they receive personal and personal health information from Basketball Nova Scotia, the personal and personal health information will be safeguarded and protected from unauthorized use or unintended use. Basketball Nova Scotia does not disclose personal and personal health information to any third party to enable them to market their products and services. Basketball Nova Scotia does not sell member lists to third parties.

### Limits on the Use and Retention of Personal & Personal Health Information

Basketball Nova Scotia will not disclose sensitive information for a new purpose beyond that to which members have consented. Members may withdraw consent at any time upon reasonable notice, subject to legal or contractual restrictions.

Personal and personal health information is retained by Basketball Nova Scotia for a period that is reasonable to fulfill the purpose for which the information was collected. Once this reasonable period has expired the Society destroys the personal and personal health information using appropriate methods.

### Destruction of Personal & Personal Health Information

Basketball Nova Scotia shall take care when storing or destroying its members' personal and personal health information in order to prevent unauthorized access or disclosure.

### Security of Information

Basketball Nova Scotia takes all reasonable precautions to ensure that personal and personal health information is kept safe from loss, unauthorized access, modification or disclosure. Among the steps taken to protect information are:

Premises security;

Storing of files in cabinets or offices that are not accessible to members;

Technological safeguards like computer passwords, security software, and firewalls to prevent hacking or unauthorized computer access.

### Breaches of Security of Information

Any and all breaches of the security of the personal and personal health information received by Basketball Nova Scotia are to be immediately reported to the Executive Director and are to be communicated to the Board of Basketball Nova Scotia at the first available Board meeting following the incident in question. The Board will take whatever action it deems appropriate with respect to the breach of security of information.

### Updating Personal & Personal Health Information

Since Basketball Nova Scotia uses its members' personal and personal health information to provide services to members, it is important that the information be accurate and up-to-date. If any information changes, members are asked to inform Basketball Nova Scotia so that the necessary changes can be made. Basketball Nova Scotia will take reasonable steps to correct any information that is not accurate, complete or up-to-date.

### Changes to this Policy

Since Basketball Nova Scotia regularly reviews all of its policies and procedures, Basketball Nova Scotia may change this Privacy Policy from time to time.

### Access Requests and Questions

If you have any questions or concerns regarding personal and personal health information, please contact the Basketball Nova Scotia's Executive Director.

### Contact Information:

Executive Director

Basketball Nova Scotia

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Halifax, Nova Scotia

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Phone (902) 425-5450 ext 348 Fax (902) 425-5606

This policy was developed and adopted by the Basketball Nova Scotia Board of Directors on Sunday, October 23, 2016.

