



**British Columbia
Table Tennis Association**
Email: bctta.ad2025@gmail.com

Mailing address:
P.O. Box 35546
RPO Bridgeport,
Richmond, BC,
V6X 4G6

Privacy Policy

Date of Approval: July 8, 2026, Review: 2028
Approved by: The Board of BCTTA

Purpose

BCTTA's Privacy Policy is governed by the BC Personal Information Protection Act ("PIPA"), and describes the way that BCTTA collects, uses, and discloses personal information of third parties in the course of its activities, implementing BCTTA's commitment to collect, use, and disclose personal information responsibly. The BCTTA Privacy Policy is based on the standards required by PIPA, and BCTTA's interpretation of these responsibilities. To the extent that provisions in this Privacy Policy are inconsistent with PIPA's requirements shall govern.

This Privacy Policy may be amended in response to changes in the law, or changes in BCTTA's practice or procedure.

Policy 1 – Collecting Personal Information

- a) BCTTA collects personal information through membership registration for the purposes of verifying identity, distributing BCTTA's information, and administrative and competitive functions. As the personal information collected is required for these purposes and is being provided voluntarily, consent of registration is implied. Notwithstanding, BCTTA may seek the express written consent of the registers when providing personal information. Further, on request, BCTTA will advise of the purposes for which personal information is being collected.
- b) Personal information is information about an identifiable individual and includes information that relates to their personal characteristics (e.g., gender, age, phone number, email address and home address). Personal information, however, does not include business contact information (e.g., an individual's business address and telephone number), which is not protected by PIPA.
- c) BCTTA and its member clubs may only collect registrants' personal information that is necessary for the purposes noted within this Privacy Policy.

Policy 2 –Consent

- a) Where necessary, BCTTA will obtain a registrant's consent to collect, use or disclose personal information. Consent may be obtained orally, in writing, or electronically. Consent may also be implied.
- b) Where the registrant in question is a minor, consent may be provided by a parent or guardian.
- c) BCTTA and its member clubs may collect, use or disclose personal information without a registrant's knowledge or consent in the following limited circumstances:

- Where the collection, use or disclosure of personal information is permitted or required by law, including in order to meet any regulatory requirements;
- In an emergency that threatens an individual's life, health, or personal security and consent cannot be obtained in a timely way;
- Personal information is collected by observation in a public sporting event at which the person appears voluntarily;
- The information is necessary to determine an individual's suitability for an honor or award;
- When the personal information is available from a public source (e.g., telephone directory and email scams);
- When legal advice is required from the lawyer;
- To protect BCTTA from fraud; and
- To investigate an anticipated breach of an agreement or a contravention of the law.

Policy 3 – Using and Disclosing Personal Information

- a) BCTTA may disclose personal information to its member clubs in order to provide the services that it offers to all registrants.
- b) BCTTA and its member clubs will only use or disclose personal information for tournaments, promotion activities, programs, and fundraising activities.
- c) BCTTA and its member clubs will not use or disclose personal information for a purpose unrelated to the provision of services that they provide, unless consent is obtained to do so.
- d) BCTTA and its member clubs will not sell member lists or registrants' personal information to other parties.

Policy 4 – Retaining Personal Information

- a) If BCTTA or its member clubs use personal information to make a decision that directly affects a registrant, it will retain that personal information for at least one year so that the individual has a reasonable opportunity to request access to it.
- b) Subject to Policy Item 4. a, BCTTA will retain personal information while an individual continues to be a registrant, and for as long as necessary to fulfill the identified purposes or to serve a legal or business purpose.

Policy 5 – Ensuring Accuracy of Personal Information

- a) BCTTA and its member clubs will make reasonable efforts that personal information is accurate and complete, where all information will be collected fairly, by lawful means and for the purposes as specified in this policy or as specified at the time of collection.
- b) A request to correct personal information must be in writing, and sent to BCTTA's admin email: bcttatournament@gmail.com, and must provide sufficient detail to identify the personal information and the correction being sought.
- c) If a registrant demonstrates that the personal information is inaccurate or incomplete, BCTTA and its member clubs will correct the information as required.

Policy 6 – Securing Personal Information

- a) BCTTA and its member clubs are committed to ensuring security of personal information in order to protect it from unauthorized access, collection, use, disclosure, copying, modification, or disposal or similar risks.
- b) BCTTA and its affiliated organizations will use appropriate security measures when collecting, using, disclosing, and destroying personal information.
- c) BCTTA and its member clubs will regularly review and update their security policies and controls as technology changes to ensure ongoing personal information security.

Policy 7 – Providing Access to Personal Information

- a) A request to access personal information must be made in writing and provide sufficient detail to identify the personal information being sought. A request to access personal information should be forwarded to the Privacy Officer via BCTTA's administration.
- b) Upon request, BCTTA and its member clubs will also advise the registrant how their personal information is used and to whom it has been disclosed, if applicable.
- c) BCTTA and its member clubs will make the requested information available within 30 business days, or provide written notice of an extension where additional time is required to respond to the request.
- d) A minimal administrative fee of \$20 may be charged for providing access to personal information.
- e) If a request is refused in full or in part, BCTTA will give notice to the individual in writing, providing the reasons for refusal and resources available to the registrant.

Policy 8 – Questions and Complaints

- a) The Board of BCTTA will assign a Privacy Officer who is responsible for encouraging BCTTA's and its member clubs' compliance with the Privacy Policy and PIPA.
- b) Any complaints, concerns or questions regarding BCTTA's and its member clubs' compliance should be directed in writing to the Privacy Officer. If the Privacy Officer is unable to resolve the concern, the individual may also write to the Information and Privacy Commissioner of British Columbia.
- c) BCTTA may, from time to time, review and revise this Privacy Policy and its practices, and reserves the right to make changes at any time without notice.