

Policy 1.0

Creation Date: December 13, 2008 Amendment Date:

Policy Title – Use of Member Information

Overview:

In the course of carrying out its mandate, the British Columbia Football Officials Association (BCFOA) requires members to provide some personal information to the organization, sports organizations BCFOA has a relationship with, and insurers. Examples of such information are: name, mailing address, telephone numbers, e-mail addresses and information relating to officiating background. Other member information will be required by the Executive Board or its agents. Examples of this information are: game fee rates, and certification levels. While members expect information to be made available to other members and related organizations, there is also an expectation that sharing of such information is limited to the purposes outlined above.

Privacy

Every reasonable precaution must be taken to assure the privacy and confidentiality of member information. On-line access to such information will be limited to “members only” access. Financial information will be retained internally in a secure manner. If members print information, such as contact lists, they must ensure the information contained therein is not made available to any individual or organization beyond those illustrated above, without first discussing the release of information with the Executive Board.

With the exception of circumstances outlined in the overview, electronic mail distribution lists will not be shared with non-members. Neither, will members use such information for solicitation, distribution of jokes, spam or other purposes not part of the core business of BCFOA.

Investigation of Complaints

Members seeking clarification of this policy, or having a concern about a possible violation of this policy, shall contact a member of the Executive Board. A formal complaint must be made in writing to the President of the BCFOA. After consideration of the complaint, the Executive Board will take action(s) it deems appropriate. Such action(s) include dismissing the complaint, sustaining the complaint and applying sanctions, or turning the matter over to a disciplinary committee for investigation and recommendations.

Sanctions available to the Executive Board include, but not limited to, verbal reprimand, written reprimand, monetary penalty, suspension or termination of BCFOA membership. Members alleged to have violated this policy shall be informed of the complaint and afforded the opportunity to respond. Members sanctioned for violation of this policy have the right to access the grievance procedure as outlined in BCFOA Bylaws.

This policy is intended to supplement, not replace, policy, practices or procedures outlined in the BCFOA Constitution and Bylaws, and applicable Federal or Provincial legislation.