



## **Privacy Statement**

At KARATE BC, we respect the privacy of our members and clients.

The following is a brief summary of our privacy practices.

### **Why we collect personal information**

If you are a KARATE BC member, KARATE BC has some basic information about you. We understand that some of this information is private, which is why we collect personal information only for the following purposes:

1. To establish and maintain a responsible relationship with you and to provide ongoing service.
2. To understand your needs and preferences.
3. To manage and develop our operations. For example, we analyze member usage of our services to help us manage them efficiently and plan for future growth.
4. To meet legal and regulatory requirements.

### **When do we disclose personal information?**

There are a variety of circumstances where we may need to disclose some personal information about our members or clients. Here are some examples:

1. We may disclose a member's personal information to a person who, in the reasonable judgment of KARATE BC, is seeking the information as an agent of the member.
2. We may disclose a member's personal information to a public authority or agent of a public authority, if in the reasonable judgment of KARATE BC, it appears that there is imminent danger to life or property which could be avoided or minimized by disclosure of the information. If a member calls 911, we will provide the member's name, address and telephone number to the emergency agency.
3. In conjunction with special offers or programs, we may disclose members' personal information to our program partners, or to third-party agents responsible for administering such offers or programs. Any such disclosure is made on a confidential basis with the member's express consent.

### **How do we protect your personal information?**

In order to protect your personal information and your right to privacy, KARATE BC:

1. will not collect, use or disclose personal information for any purpose other than those identified above, except with your consent;
2. will protect your personal information with appropriate security safeguards;
3. will protect the confidentiality of your personal information when dealing with other organizations
4. will strive to keep your personal information as accurate and up-to-date as is necessary for the purposes identified above; and
5. will honour any request you may make for access to your personal information.

### **What are your choices?**

We would like to have your consent to continue to collect, use and disclose your personal information for the purposes identified above. However, you do have choices and can refuse or withdraw your consent as follows:

1. You may have your name removed from our telephone, mail or e-mail lists. We use these lists to inform you of relevant services and other information that may be of benefit to you.
2. You may refuse to provide personal information to us. You may also withdraw your consent at any time, subject to legal or contractual restrictions and reasonable notice. However, in either case, this may limit our ability to serve you.

If you have any questions or concerns about our privacy practices, please call us at 604-333-3610.

Karate BC Privacy Officer  
#225 – 3820 Cessna Drive  
Richmond, BC  
V7B 0A2

e-mail: [info@karatebc.org](mailto:info@karatebc.org)