

POLICY NAME PERSONAL INFORMATION CONFIDENTIALITY - PATRONS

POLICY NUMBER 2.5.6

CATEGORIES

DATE PROPOSED: 4/15/2019

DATE OF VOTE: 4/17/2019

ACCEPT (Y/N): Y

Ice Sports Center (ISC) policy is to safeguard its patrons' personal information to ensure confidentiality. Additionally, the ISC will only collect personal information that is required to pursue its business operations. Personal information collected by the ISC may include patron names, addresses, telephone numbers, e-mail addresses, emergency contact information and date of birth and credit card information. Citizenship information may also be collected in order to verify eligibility for membership in certain sport related organizations.

Patron personal information is considered confidential and as such will not be shared with any outside individuals or entities or with any unauthorized facility employees. Employees may not use patron personal information for anything other than business related purposes.

If any employee or patron becomes aware of any breach in maintaining the confidentiality of patron personal information, they must immediately report the incident to the Senior Facility Manager (SFM). The SFM will have responsibility to investigate the incident and take any corrective action necessary.