

# Special Olympics North Carolina Volunteer Privacy Statement

## A Guide to How We Use and Protect Volunteer Information

Protecting your privacy and safeguarding your personal information is one of Special Olympics North Carolina's highest priorities. The following Privacy Statement explains how Special Olympics North Carolina (SONC) collects and protects your information, but shall not be construed as a contractual promise. We reserve the right to amend our Privacy Statement at any time without notice.

If you have any questions that this statement does not address, please contact Special Olympics North Carolina at 919-719-7663, ext. 116.

### **Why do we gather information?**

Special Olympics North Carolina collects information to insure a safe environment for all athletes and volunteers and to communicate with all volunteers.

### **What information do we collect?**

The information we collect directly from volunteers includes information required to communicate with you, including your name, parent/guardian name if a minor, mailing address, telephone numbers, email address and group affiliation. This is used to identify who you are, including Social Security number, birth date or age and gender; to determine your volunteer interests; and to safeguard your health if you are a unified partner.

We also collect background information to determine your suitability as a volunteer, including whether you use illegal drugs; ever convicted of any criminal offense; ever charged with neglect, abuse or assault; and if your driver's license was ever suspended or revoked.

In addition, for Class A Volunteers we collect criminal history information from a vendor to determine eligibility status.

### **When do we obtain information?**

You directly provide to us the majority of the information we collect. You do this by completing a Class A Volunteer Screening Form.

Criminal background checks are conducted when a volunteer completes a Class A Volunteer Screening Form. If the volunteer remains active, a criminal background check is conducted every three years.

References are collected whenever a volunteer completes a Class A Volunteer Screening Form and is a minor. If the volunteer remains active and while they remain a minor, references are collected every three years. Once said minor becomes an adult, we conduct a criminal background check, and will do so every three years as long as active.

**How do we use your information?**

Providing a safe environment for our athletes and volunteers is of utmost importance. The information you provide is only used by SONC to communicate and to determine an individual's eligibility to serve as a SONC volunteer.

**What information does SONC share internally?**

Contact information such as name, address, phone numbers and email address are shared with SONC staff and area/local programs for communication purposes. Personal information, including Social Security number and birth date, are limited to two SONC staff members. Volunteer eligibility status is shared with SONC staff and key area and local volunteers.

**Do we share the information collected with any other third parties?**

SONC does not sell, license, lease or otherwise disclose your personal information to any third party for any reason, except as described below:

- To determine eligibility as a Class A Volunteer - name, Social Security number and birth date are sent in an encrypted file to a vendor. The vendor uses this information to search a database of national sex offender registries, court records and motor vehicles records. Results from vendor are sent back to our system automatically, and encrypted.

**Does our Privacy Statement apply to the sites to which we link?**

No. We are not responsible for the privacy policies or the content of non-SONC sites we link to and have no control of the use or protection of information provided by you or collected by those sites.

**What steps do we take to protect our volunteers' personal information?**

We use technology tools and office procedures to offer you a safe and secure environment and protect your personal information. While no security system is absolutely impenetrable, we are constantly reviewing, refining and upgrading our security technology as new tools become available.

**Can you opt out of sharing your personal information with third parties?**

Not if you wish to serve as a Class A Volunteer. If you wish to be a Class A Volunteer, you must provide your Social Security number and date of birth and undergo the background screening process in order to determine eligibility.

**Will you be able to review, change or correct your information?**

Yes. Personal identifying information may be reviewed, changed or corrected at any time. You are responsible for maintaining the accuracy and completeness of your personal and other information.