



Data Protection Policy

Updated: 08/24/2022

Policy

Implementation of the *FIRST* Robotics Canada COVID-19 policies and procedures may require the collection and storage of personal and confidential information and data. This policy serves to ensure the collection, storage and destruction of this data complies with the *FIRST* Privacy Policy, *FIRST* Data Protection Policy, and applicable privacy regulations enforced in the province of Ontario. Through the application and implementation of the *FIRST* Robotics Canada COVID-19 policies and protocols, *FIRST* Robotics Canada will make every effort to limit the collection and storage of personal and confidential information to that which is necessary for reporting to and follow up by Public Health units.

Pre-Event Screening

All participants will be required to complete an on-line symptom screening tool within 24 hours of the event.

Collection: None.

Storage: None.

Disposal: N/A

Data Handling At Event - Contact Tracing and Screening

Symptom Screening

Each attendee (including *FIRST* Robotics Canada staff, volunteers, contractors, guests and all team members and affiliates) must undertake a symptom self-screening before being allowed entry to the event areas. The symptom self-screening can be done on-line or by reviewing screening questions on posters or other media.

Collection: None.

Storage: None.

Disposal: N/A

Data Handling At Event - Other forms

Forms or documentation that may reference COVID-19 information that can be linked to an individual and/or an individual's personal information at minimum will be handled according to procedures consistent with the *FIRST* Privacy Policy and *FIRST* Data Protection Policy. Examples include Medical Incident, Non-Medical Incident forms.

Collection: In person.

Storage: Hard copies must be kept in confidential file folders while in use by authorized personnel. Post-event storage is dictated by the specific form (ie: securely stored by *FIRST* Robotics Canada, securely stored and archived by *FIRST* HQ or shredded).

Disposal: Shredded.