
300.01 DATA COLLECTION PROCEDURE

Associated Policy: 300 Data Collection	Date Introduced: June 17, 2021
Name of Responsible Division: Office of the Executive Director	Date Approved: November 1, 2021
BCRP Executive Director: Reginald Moore	

DEFINITIONS

- **Online Database Management Software** is used for the online storing, manipulating, and managing data, such as format, names of fields, and record and file structures. BCRP contracts with a third-party vendor to structure programming and activities, including the collection and utilization of data to ensure quality and equitable services to residents.

PROCEDURE

BCRP respects the privacy of both BCRP staff as well as registrants, users, and other visitors who utilize its online database management software for programming purposes (including, but not limited to: registration, facility management, programming management, assessments, and metrics-building). To protect online privacy, all users shall adhere to the following procedures below.

I. GENERAL DATA COLLECTION INFORMATION

Data collected through a designated online database management software is used to assist BCRP in serving its users. The only personal information that is collected and stored is what BCRP members and visitors knowingly provide. In the event the online database management software's privacy policy changes, users shall be immediately notified and a special announcement shall be placed on BCRP and the online database management software's websites.

- A. **General Users.** BCRP's current online database management software does not collect any personal information from users browsing its website. Only aggregate data (*i.e.*, the number of hits per page and IP Addresses) are collected. Aggregate data is only used for internal and marketing purposes and do not provide any personally identifying information.
- B. **Active Users and BCRP Divisions.** To gain access to participant-only resources and personalization features on BCRP's online database management software, participants and other users are asked to register and provide limited information. The data requested is voluntarily submitted and used primarily to aid in BCRP's programming process and management of BCRP facilities and spaces.

- C. Data Sharing.** There are instances, such as grant opportunities, where BCRP may need to share user data. In the event BCRP needs to share user data, all users will immediately be informed in writing and shall have the opportunity to opt out.

II. COLLECTED DATA

- A. General.** BCRP's current online database management software only solicits the following information:

- Name;
- Address;
- Phone Number;
- Email; and
- Date of Birth (only if it is required to validate eligibility for an activity).

BCRP has the ability to configure its own checkout flow and may sometimes solicit information from users other than that listed above. This is at the discretion, and the responsibility, of BCRP. If a user is presented with a prompt for information that he or she is not comfortable providing, the user shall email BCRP's CPRP Analyst.

- B. Data for Grants.** In the event federal and state grants require the collection of data, BCRP shall collect the required information in accordance with the grant.