



## IEEE Ottawa Robotics Competition Compétition de robotique d'Ottawa d'IEEE

# Information Collection and Use

**Last Revised: February 12, 2019**

This document outlines how information collected by the Institute of Electrical and Electronics Engineers Incorporated ("IEEE"), IEEE Ottawa Section, and IEEE Ottawa Robotics Competition ("IEEE ORC" or "ORC") is used and distributed.

During registration, we collect a wide array of information from team supervisors, participants, and participants' parents or guardians. This collected information is mainly for planning the current year's competition and understanding how we can better serve teams for the future.

For supervisors, if your billing address corresponds to a school and you do not opt out within one week of registering for the competition, your name and email will be distributed to select patrons of the ORC. They will mostly be contacting you to invite you to education events for your students.

We do not release student names to anyone outside the ORC Committee and its volunteers without prior permission. While this list may be incomplete, their names are used primarily for the following purposes:

- Certificates
- Lunch
- T-shirts
- Grading of the Interview

Otherwise, the following information may be distributed upon request by a patron of the ORC:

- School Name
- Gender breakdown of teams
- Supervisor's postal code
- Team Name
- Grade distribution of teams
- Other information that does not directly identify participants

All signed release forms are kept by an appointed member from either the IEEE ORC or IEEE Ottawa Section for 5 years after they are signed when they are then shredded.

We will comply with law enforcement where applicable.