

UFCW 1518 Privacy Policy

UFCW 1518 is committed to protecting the privacy, confidentiality, accuracy and security of members' personal information collected in the course of conducting our duties as a trade union. We do so in accordance with the *Personal Information Protection Act* (PIPA), which regulates the way private sector organizations in British Columbia collect, use, keep, secure and disclose personal information.

“Personal information” is defined as information about an identifiable individual but does not include work product information. *Work product information* is information prepared or collected by an individual or group of individuals as a part of the individual's or group's responsibilities or activities related to the individual's or group's employment or business but does not include personal information about an individual who did not prepare or collect the personal information. Personal information includes things such as an individual's name, address, birth date, email address, phone number, social insurance number and medical information.

1. Collection of Personal Information

UFCW 1518 collects personal information from the following sources:

- membership applications;
- grievance, appeal or claim forms;
- employers, with respect to dues submissions;
- member interactions with the union (e.g. telephone, correspondence, email, etc); and
- members' interaction through UFCW 1518's website.

2. Use of Personal Information

a. Members

UFCW 1518 retains certain personal information in order to:

- maintain a complete record of membership in the union;
- communicate with members and respond to their enquiries;
- investigate and settle grievances, appeals and claims;
- collect and manage dues and assessments;
- verify eligibility for strike pay and benefits;
- administer the business of the union such as correspondence and research;

- represent a member's or UFCW 1518's position before the BC Labour Relations Board or any other court or tribunal;
- administer UFCW International Constitution and UFCW 1518's Bylaws;
- conduct an organizing drive; and
- provide web services.

b. Officers

UFCW 1518 collects the personal information of individuals who run for election to office or are appointed to office only for the purposes of:

- administering the electoral or appointment process associated with an elected position;
- establishing, managing or terminating a relationship between UFCW 1518 and an individual officer.

c. Employees

UFCW 1518 collects the personal information of employees for the following specific purposes:

- enrollment, identification and maintenance of pension, MSP, extended health, dental, LTD, ADD and life insurance benefits for employees and their dependents;
- enrollment and remittance of dues and maintenance of seniority;
- payroll/T4 preparation;
- advancing LTD claims;
- communication; and
- reimbursement of expenses.

In accordance with *PIPA*, UFCW 1518 uses personal information only for the purpose that it was collected. We will not use your personal information for another purpose without your consent.

3. Disclosure of Personal Information

UFCW 1518 endeavors to provide the highest level of protection for your information. However, we may disclose personally identifiable information about you to third parties in limited circumstances, including: (1) with your consent; or (2) when we believe it is required by law, such as pursuant to a subpoena or other judicial or administrative order.

If we are required by law to disclose the information that you have submitted, we will attempt to provide you with notice (unless we are prohibited) that a request for your information has been made in order to give you an opportunity to object to the disclosure. We will attempt to provide this notice by email, if you have given us an email address, or by postal mail if you have entered a postal address. If you do not challenge the disclosure request, we may be legally required to turn over your information. In addition, we will independently object to requests for access to information about our members, officers and employees that we believe to be improper.

4. Consent to the Collection, Use and Disclosure of Personal Information

The *Personal Information Protection Act* deems that an individual has consented to our collection, use or disclosure of personal information about that individual if, at the time the consent is deemed to be given, the purpose would be considered obvious to a reasonable person. In such circumstances, we will collect, use or disclose personal information without obtaining a written or verbal consent to do so.

PIPA also permits us to collect, use or disclose personal information about an individual in some circumstances without the individual's consent. Those include (but are not limited to) circumstances in which:

- a. the collection, use or disclosure is clearly in the interests of the individual and consent cannot be obtained in a timely way;
- b. it is reasonable to expect that the collection, use or disclosure of personal information with the consent of the individual would compromise the availability or accuracy of the information, and the collection, use or disclosure of the information is necessary for an investigation or proceeding;
- c. the personal information is available to the public from a prescribed source; or
- d. the collection, use or disclosure of personal information is required or authorized by law.

5. Security of Personal Information

UFCW 1518 recognizes our obligations to securely store the personal information we hold on record. We have therefore made arrangements to secure against the unauthorized access, collection, use, disclosure, copying, modification, disposal or destruction of personal information.

6. Requests for Access to Personal Information

The *Personal Information Protection Act* permits individuals to submit written requests to us to provide them with:

- a. their personal information under our custody or control;
- b. information about how their personal information under our control has been and is being used by us;
- c. the names of the individuals and organizations to whom their personal information under our control has been disclosed by us.

Members may request their personal information in writing, addressed to:

UFCW 1518 Privacy Officer
350 Columbia St.
New Westminster, BC V3L 1A6

Request should specify clearly what personal information you seek. Response to such requests will be within thirty (30) working days or as soon as possible. If we are unable to respond within this timeline, we will let you know. UFCW 1518 will make a reasonable effort to assist applicants and to respond as accurately and completely as reasonably possible. Any such requests may be subject to any fees and disbursements the law permits us to charge.

Individuals' ability to access their personal information under our control is not absolute. *PIPA* provides that we must not disclose personal information when:

- d. the disclosure could reasonably be expected to threaten the safety or physical or mental health of an individual other than the individual who made the request;
- e. the disclosure can reasonably be expected to cause immediate or grave harm to the safety or to the physical or mental health of the individual who made the request;
- f. the disclosure would reveal personal information about another individual;
- g. the disclosure would reveal the identity of an individual who has provided personal information about another individual and the individual providing the personal information does not consent to disclosure of his or her identity.

PIPA further provides that we are not required to disclose personal information when:

- h. the personal information is protected by solicitor-client privilege;
- i. the disclosure of the personal information would reveal confidential commercial information that, if disclosed, could, in the opinion of a reasonable person, harm the competitive position of an organization;
- j. the personal information was collected without consent for the purposes of an investigation, and the investigation and associated proceedings and appeals have not been completed; or
- k. the personal information was collected or created by a mediator or arbitrator in the conduct of a mediation or arbitration for which he or she was appointed to act: (1) under a collective agreement, (2) under an enactment or (3) by a court.

7. Accuracy of Personal Information

When we collect, use or disclose personal information, we will make reasonable efforts to ensure that it is accurate and complete.

The law permits individuals to submit written requests to us to correct errors or omissions in their personal information that is in our custody or control. We encourage individuals to report to UFCW 1518 any discrepancies or inaccuracies in personal information held by us. In such cases, we will:

- a. correct the information in question and, if reasonable to do so, send correction notifications to any other organizations to whom we have disclosed the incorrect information; or
- b. decide not to correct the personal information, but annotate the personal information that a correction was requested but not made.

8. Complaint Procedure

Any complaint relating to UFCW 1518's handling of personal information should be forwarded to:

UFCW 1518 Privacy Officer
350 Columbia St.
New Westminster, BC V3L 1A6

UFCW1518 will review and consider the complaint, referring to this Privacy Policy and applicable law. Within 21 days of receiving the complaint, a representative of UFCW

1518 shall respond in writing to the complaining party advising of our position. If, in our opinion, the complaint is justified, we will take the necessary steps to resolve the issue. If the union is unable to resolve a complaint or if a member has any other concerns about this Privacy Policy or the Privacy Statement on our website, the member may contact:

Office of the Information and Privacy Commissioner for British Columbia
PO Box 9038 Stn. Prov. Govt.
Victoria, BC V8W 9A4

9. Changes to this Policy

This Privacy Policy may change to accommodate changes at UFCW 1518, technology and legal developments. We may add, change, or remove portions of this policy where appropriate to reflect those changes or developments. Whenever we update this policy, we will change the date on the policy to indicate when the changes were made.