

## **PROTECTION OF PERSONAL INFORMATION POLICY**

The United Steelworkers, Local 2009 Union ("the Local") is committed to protecting the privacy, confidentiality, accuracy and security of members' personal information collected, and to use and retain it in the course of conducting our duties and accountability as a trade union.

The following policy outlines the Local's operational practices concerning the collection, use, disclosure and protection of personal information to meet the requirements of the British Columbia - *Personal Information Protection Act*.

The purpose of the Act is to govern the collection, use and disclosure of personal information by organizations in a manner that recognizes both the right of individuals to protect their personal information and the need of organizations to collect, use or disclose personal information for purposes that a reasonable person would consider appropriate in the circumstances.

This Protection of Personal Information Policy ("Policy"), including any updates, will be posted on the Local's website at: [usw2009.ca](http://usw2009.ca). Copies will also be available at the Local's headquarters.

### **What is Personal Information?**

The Act defines personal information as information about an identifiable individual and includes employees' personal information (i.e. social insurance number, employee numbers etc. are considered as personal information) but does not include the name, business contact information or work production information of an employee of an organization.

### **What Information is the Local Responsible for Protecting?**

The Local is responsible for protecting members' personal information in its possession including personal information that has been received from a third party or personal information that may not be in the custody of the Local but which has been transferred to a third party.

### **Collecting, Using and Disclosing Members' Personal Information**

The Local collects certain personal information in order to:

- maintain a complete record of membership in the union;
- maintain communication with members and to respond to their enquiries;
- investigate and settle grievances, appeals and claims;
- collect and manage dues and assessments;

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- assist the union in representing its members with respect to employment under collective agreements;
- verify eligibility for strike pay and benefits;
- provide information about union membership programs and benefits;
- reimburse for wages and expenses for a member on union business; and
- comply with statutory reporting requirements (i.e. CPP, EI, T-4's, dues receipts etc.)

Personal information may be collected, used or disclosed for any of these identified purposes as set out above. If members' personal information is needed for any purpose other than those set out above, the Local will not use or disclose it without obtaining additional consent from the member(s).

### **How Does the Union Gather Members' Personal Information?**

The collection and disclosure of personal information depends on gathering information from the following sources:

- membership applications;
- grievance, appeal or claim forms;
- employers, with respect to dues submissions;
- a member's interaction with the union-for example, e-mail, correspondence and
- telephone;
- member's expense vouchers for work done on behalf of the Local.

### **Protection of Personal Information**

In order to protect members' personal information in the union's possession or control, the Local has made reasonable security arrangements to protect personal information such as:

- access to personal information is limited to selected employees and officers who require
- access to the information in the performance of their job function and/or duties;
- security safeguards are in place to prevent unauthorized access on computer systems;
- the union will not collect or disclose personal information for purposes other than what has been listed in this Policy.
- the union will do its best to ensure that personal information is accurate and current.

Further, any membership information to be distributed will not print a member's social insurance or employee number(s). Membership and reference lists/reports produced for the purpose of conducting the union's business, will be distributed with advice on the appropriate use of such information in order to comply with this Policy, (examples of such lists/reports would include plant and safety committee lists, officer lists, grievance reports, worksite reports).

Elected officers and staff of the Local found to be abusing membership information can be subject to disciplinary action.

**How Do Members Access Their Personal Information?**

Requests should be in writing addressed to the Local Privacy Officer: Georgi Bates

Address: #202-9292-200th St Langley B.C. V1M 3A6

E-mail: [gbates@usw2009.ca](mailto:gbates@usw2009.ca)

State as specifically as possible what personal information you are requesting. Response to such requests will be made within thirty (30) days or as soon as possible. If, for some reason, the union is unable to respond within this timeline, the member will be advised.

There may be some types of information the union is prohibited from providing, such as information about another individual that cannot be separated from your information, or information that cannot be disclosed for legal reasons.

**Keeping Members' Information Accurate is a Priority**

The Local strives to ensure that the personal information we have on file is accurate and up-to-date as necessary for the identified purposes for which it is to be used.

**Can a Member Decline to Have Their Personal Information Collected, Used, or Disclosed for Certain Purposes?**

Yes, a member can decline to have their personal information collected, used, or disclosed for certain purposes. For example you can opt out of the use of your personal information with respect to marketing initiatives relating to membership program and special promotions (e.g. union credit card program).

A member may also decline to have personal information collected, used or disclosed for other purposes. This may, however, restrict the union's ability to represent their interest. The member will be informed if this applies.

**Filing a Complaint**

Any complaint relating to this Policy or any of the procedures should be forwarded to the attention of the Local Privacy Officer. If the complaint is justified, the union will take the steps necessary to resolve the issue, including the Policy and practices necessary.

If the union is not able to resolve a complaint, or if a member has any other concerns about the Local's Protection of Personal Information Policy and procedures, the member may contact the Office of the Provincial Privacy Commissioner. The Local's Privacy Officer will provide this contact information upon request.