



## **PRIVACY POLICY**

University of the Fraser Valley  
Faculty & Staff Association

The UFV Faculty & Staff Association 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 as a trade union and certified bargaining agent.

This policy outlines the FSA'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 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.

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

The Act defines "personal information" as information about an identifiable individual and includes employee personal information (e.g., home address, home email address, home telephone number, family status, national or ethnic origin, membership in an equity group, record of union interests and involvement). It does not include aggregate information which cannot be associated with a specific individual, and it does not include the name, title, business address, business email address, or business telephone number of an individual.

The FSA 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 FSA but which has been transferred to a third party.

### **Why Does the FSA Need Personal Information?**

The FSA collects personal information of employees it represents in order to fulfill its legitimate purposes. The FSA needs personal information to carry out its representational obligations and provide a variety of member services, and to communicate and engage members in union business. For example, the FSA may need to communicate with you outside the workplace for a final offer or strike vote or to comply with other statutory obligations; to provide services related to grievances, legal services, and other advocacy and assistance; or to conduct research.

Accordingly, the FSA collects personal information in order to:

- represent its members with respect to employment under the collective agreement and applicable legislation;
- investigate and resolve grievances, appeals and claims;
- maintain a complete record of membership in the union;
- communicate and engage with members in union business and respond to their enquiries;
- provide information about union membership programs and benefits;
- provide information services;
- administer the business of the union such as component/local business, correspondence and research;
- consult with members with respect to union programs, priorities, and activities;
- facilitate participation in union events;
- collect and manage dues and assessments;
- collect members' demographic information;
- verify eligibility for strike pay and benefits;
- process members' expense claims for participation in union events or activities;
- communicate with members about issues of interest and concern; and
- comply with other statutory or regulatory requirements.

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 FSA will not use or disclose it without obtaining additional consent from the member(s).

### **What Personal Information Does the FSA Collect?**

In order to fulfill its legitimate purposes, the FSA may collect personal information including your name, home mailing address, email address, telephone number, and demographic information such as your birth date and gender.

The FSA may also collect employment-related information including your work history, job classification, duties, rates of pay, and dues records.

Additional information may also be collected to fulfill other representational obligations or to provide specific services to you. For example, FSA officers may collect or use additional personal information in the course of providing representation in respect of grievances or other matters arising under a collective agreement or otherwise related to your employment, or it may collect self-identification information regarding membership in an equity group in relation to the provision of specific programs or services.

The FSA is committed to ensuring that any personal information it collects, uses, discloses or retains is as accurate, current, and complete as necessary for the purposes for which it uses the data.

### **How Does the FSA Collection Personal Information?**

As a general rule, the FSA will not collect, use, or disclose personal information without consent. However, there are some circumstances in which consent is not required or cannot be obtained. For example, the FSA may collect and use personal information provided by employers in accordance with

collective agreements, as mandated or allowed by legislation, or by order of a court or administrative tribunal.

The FSA may collection and retain personal information from the following sources:

- dues and membership forms;
- grievance, appeal or claim forms;
- information provided by the employer in accordance with the collective agreement or by order of a court, or administrative tribunal;
- information provided pursuant to statutory or regulatory requirements;
- information provided through surveys, registration forms, etc.;
- members' interactions with the union (e.g. telephone, correspondence, email, etc); and
- members' interaction through FSA-operated websites and other online activities.

### **How Does the FSA Protect Personal Information?**

The FSA is committed to protecting your personal information from unauthorized use and disclosure. Our commitment means that:

- all personal information collected by the FSA is held in strict confidence;
- we will employ appropriate safeguards and security standards to protect and maintain the confidentiality of your personal information and to ensure only authorized individuals have access to your information;
- we will ensure that access to personal information is limited to authorized FSA employees, officers, and representatives in the performance of their job function and/or for fulfillment of the FSA's legitimate purposes;
- in some circumstances, the FSA may share personal information with external legal or financial advisors, consultants, contractors, or regulators who require access to this information in fulfillment of the FSA's legitimate purposes;
- we will use your personal information only for the purposes we have identified;
- we will not disclose your personal information without your permission unless we are required or authorized by law to do so; and
- we will retain personal information only as long as required to fulfill the purpose for which it was collected – when your personal information is no longer required, we will destroy it using a confidential, secure method.

The FSA will not distribute personal information to a third party without your consent unless required to do so by law, in which case the information released will be limited to what is legally required. In some circumstances, the FSA may share members' personal information with legal or financial advisors, consultants, benefit and pension plan administrators, insurers, or contractors retained by the FSA to fulfill its legitimate purposes. Membership lists and personal information about members will never be sold or used for any commercial purposes.

Although the FSA does not take responsibility for any theft, misuse, unauthorized disclosure, loss, alteration or destruction of data by other parties, it takes reasonable precautions to prevent such an event. FSA staff or elected officers found to be abusing membership information can be subject to disciplinary action in accordance with the applicable staff collective agreement or the FSA Constitution and Bylaws.

## Personal Information Inquiries

Individuals have the right to request access to their personal information under the control of the FSA, and may request corrections to personal information so that it is complete, accurate, and up to date.

In certain situations, we may not be able to provide access to certain personal information that we hold about an individual. Such instances may include, but are not limited to:

- where provision may reveal personal information about another individual;
- where the information is subject to solicitor-client privilege;
- where the information was collected in relation to an investigation or a contravention of federal or provincial law; or
- where provision could reasonably be expected to threaten the health or safety of an individual.

If access cannot be provided, the FSA will notify the individual making the request, in writing, of the reasons for the refusal. Where access has been provided and where the information is demonstrated to be inaccurate or incomplete, the FSA will amend the information as required.

The FSA has a designated Privacy Officer who is responsible for ensuring compliance with this policy and assisting members with their inquiries. The Privacy Officer also has delegated authority to issue directives or decisions regarding the interpretation and application of this policy.

All questions, concerns, or complaints regarding privacy matters may be directed to the FSA Privacy Officer:

[fill in name]

UFV Faculty & Staff Association  
33844 King Road  
Abbotsford, BC V2S 7M8  
[privacy@ufv-fsa.ca](mailto:privacy@ufv-fsa.ca)

If the complaint is justified, the FSA will take the steps necessary to resolve the issue, including amending this policy and associated practices, if necessary. If the FSA is not able to resolve a complaint, or if a member has any other concerns about this policy, the member may contact the Office of the Provincial Privacy Commissioner at:

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