



The Pulp, Paper and Woodworkers of CANADA

LOCAL No. 2



Box 370, 1616 Chaplin Street, Crofton, British Columbia V0R 1R0

Phone: (250) 246-9272 Fax: (250) 246-1290

PRIVACY POLICY DECEMBER 2004

The Pulp, Paper and Woodworkers of Canada, Crofton Local 2 is committed to protecting the privacy, accuracy and security of members' personal information in the performance of its duty as a trade union.

The following policy outlines the PPWC's practices for collecting, using and disclosing members' personal information according to the requirements of the ***British Columbia Personal Information Protection Act (the Act)***.

The *Act* governs 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 and disclose personal information in the performance of their duties in a manner that a reasonable person would consider appropriate in the circumstances.

Updated versions of this policy will be posted on PPWC Local 2 web site at <http://www.islandserve.com/~ppwc2/> Copies are also available from the local PPWC office.

WHAT IS PERSONAL INFORMATION?

The *Act* defines "personal information" as any information about an identifiable individual other than contact information at a place of business.

PERSONAL INFORMATION COLLECTED

The PPWC collects personal information in order to fulfill its duty to represent its members. Specifically, the PPWC collects personal information to:

- represent members in their WCB claims and appeals;
- assist in grievances and other legal matters;
- maintain communication with members and respond to their inquiries;
- assist with benefit issues; and
- aid union organizing.

CONSENT

The PPWC collects uses and discloses members' personal information only for the purposes set out above, and only with the consent of its members. If members' personal information is needed for any other purpose, the PPWC will not use or disclose it without first obtaining additional consent. You may withdraw your consent for the PPWC to collect, use and disclose your personal information; however, doing so may prevent the PPWC from fulfilling its duty to represent you.

RETENTION OF PERSONAL INFORMATION

Personal information is held by the PPWC as long as is required for the stated purposes and is then either destroyed or returned to its members.

ACCURACY OF PERSONAL INFORMATION

The PPWC strives to keep all personal information it collects accurate, complete and up-to-date as necessary for the purpose for which it is used.

PERSONAL INFORMATION SECURITY

All personal information collected by PPWC Local 2 is kept in its office in Crofton. Access to the office in Crofton is limited to the Local Officers, staff and authorized visitors. Sensitive personal information is kept locked when not in use and access is limited to a need to know basis. Written practice guidelines for ensuring the security of members' personal information are included in the PPWC's *Policies and Procedures Manual*.

MEMBER ACCESS TO PERSONAL INFORMATION

Members may access personal information held by the PPWC upon written request. The PPWC will respond to any such request within 30 days. If the PPWC is unable to respond within this time, the member will be so advised.

Requests for access to personal information should state as specifically as possible what personal information is sought and sent to:

Privacy Officer

*Pulp, Paper and Woodworkers of Canada
PO Box 370, 1616- Chaplin Street
Crofton, British Columbia, V0R 1R0*

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

COMPLAINTS

Any complaint relating to this policy should first be forwarded to the PPWC Local 2 Privacy Officer. If the complaint is justified, the PPWC will take whatever steps necessary to resolve the issue.

If the PPWC is unable to resolve a complaint, the member may contact the Office of the Information and Privacy Commissioner at:

*PO Box 9038, Stn Prov Govt
Victoria, BC V8W 9A4
Telephone: (250) 387-5629
Fax: (250) 387-1696*

Lynn Lindeman
President

Dave Lambert
Privacy Officer