

# Privacy Policy

Last revised: November 2024

## 1.0 Purpose

1.1 The *Personal Information Protection Act* regulates the manner in which the VCCFA (FA) collects, uses, retains, secures and discloses personal information. VCCFA recognizes the importance of privacy and the sensitivity of personal information received in the course of its activities and is committed to protecting the confidentiality of members' personal information and to inform members about procedures regarding the collection, use and disclosure of personal information provided to the VCCFA.

1.2 The VCCFA will only collect, use, and disclose personal information for purposes that would be considered reasonable in fulfilling its legitimate purposes in representing members, providing member services, and engaging in union business.

## 2.0 Definitions

2.1 **Personal information** means any information about an identifiable individual, not including contact information or work product information. It includes:

- a) age, marital status, sexual orientation, race, ethnic origin, religion;
- b) medical information;
- c) income;
- d) education; and
- e) employment information.

2.2 **Contact information** is not considered protected personal information and includes the name, job title, business address, business telephone number, business email or business fax number of an individual; and the name, address, telephone number and other personal information that appears in a telephone directory, a business directory, listing, notice, public registry, or publication (printed or electronic), available to the public, or which is available through Directory Assistance.

**2.3 Work product information** is not considered protected personal information. It includes 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.

### 3.0 Use of information, security, and retention

3.1 The VCCFA may collect and retain information obtained directly from communications with members, from Vancouver Community College, from VCC and union forms, and from surveys of members. If information is gathered in other ways, members will be notified and consent sought.

3.2 The VCCFA will store all electronic information on Canadian servers.

3.3 VCCFA will ensure all personal information collected is held in strict confidence and is held only as long as required for the purpose for which it was collected, and retention is no longer necessary for legal or business purposes, after which it will be destroyed.

3.4 Access to personal information will be given only to authorized VCCFA representatives in performance of legitimate purposes of the VCCFA.

3.5 Governance and labour relations records will be kept permanently. Personnel records will be kept for a minimum of seven years after an employee's departure.

3.6 The VCCFA will make reasonable efforts to ensure that any personal information that is collected, used or disclosed is accurate and complete.

3.7 Individuals have the right to request access to their personal information under the control of the VCCFA, and may request corrections to personal information so that it is complete, accurate, and up to date. The individual will have to contact the College to correct information the FA receives from the College.

3.7.1 Requests for access to, or correction of, personal information should be made in writing and addressed to the Privacy Officer. The Secretary of the VCCFA is the privacy officer.