

Personal Information Policy

Reference(s)

- Personal Information Protection Act (PIPA), S.A. 2003, c. P-6.5
- A Guide for Businesses and Organizations on PIPA Alberta Government Services and the Office of the Information and Privacy Commissioner October 7, 2003

PREPARED BY: Canadian Union Of Public Employees,
Local 46 (herein referred to as CUPE Local 46)

Originated: 2014 05 14

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1. This policy applied to **CUPE Local 46** and has been adopted pursuant to the Personal Information Protection Act (PIPA), S.A. 2003, c. P-6.5
 2. **CUPE Local 46** has a Privacy Coordinator to look after the protection of information under PIPA. The Privacy Coordinator can be reached at:
Jim Hall
P.O. Box 255
Medicine Hat, AB T1A 7E9
(Ph) 403 527-7662
(F) 403 526-6787
(c) 403 504-7421
cupe46@shaw.ca
 3. The Privacy Coordinator is responsible for handling questions and requests for information from the public, our members and our employees, as well as making recommendations to the Executive Board for the handling and protection of information.
 4. **CUPE Local 46** collects “personal information” in order to communicate with and represent the members as needed. Membership information is not shared with any other organization other than as is necessary to comply with the Constitution and

Bylaws of the Union or as necessary to further the interests of the membership as a whole.

5. **CUPE Local 46** will obtain consent to collect personal information as necessary and where not already consented to by collective agreement provisions.
6. Members can refuse or withdraw consent, but such a decision may impact upon representation that the Local Union is able to provide to the member. Members should discuss any concerns with the Privacy Coordinator.
7. It is our policy to avoid the unnecessary collection of information.
8. Personal information will only be used for the purpose for which it was collected. Furthermore, personal information will not be retained unnecessarily after its purpose is finished according to PIPA.
9. **CUPE Local 46** will ensure that all personal information it receives and collects is kept secure from theft, unauthorized access, use and unwarranted disclosure.
10. **CUPE Local 46** will take every reasonable step to ensure that information used in decision making or disclosed to third parties is accurate and complete.
11. Under PIPA, individuals have the right to access their personal information, with some exceptions. The Privacy Coordinator will be responsible for dealing as quickly as possible with the requests for information and access to information as well as requests to correct information. Requests for information or correction must be made in writing and the Privacy Coordinator will assist in drafting such requests. The Privacy Coordinator will respond to them as quickly and effectively as possible subject to PIPA's requirements (Part 3, Division 1-28).
12. Fees may be charged under PIPA for access to "personal information", and may include the costs to the Local of finding and copying such information. Fees will be kept to minimum, covering only our costs. Before doing the work, an estimate of any fees to be charged will be given.
13. Any decision of the Privacy Coordinator may be appealed to the Executive Board or its delegate(s). **CUPE Local 46** will make every reasonable effort to resolve any dispute without the need to involve the Privacy Commissioner under PIPA