International Brotherhood of Boilermakers, Iron Ship Builders, Blacksmiths, Forgers and Helpers, Lodge 359

Privacy Policy

"Personal Information" is any information about an identifiable individual, with few exceptions.

The *Personal Information Protection Act* ("the Act") of British Columbia regulates the way private sector organizations within British Columbia collect, use, keep, secure and disclose personal information.

The International Brotherhood of Boilermakers, Iron Ship Builders, Blacksmiths, Forgers and Helpers, Lodge 359 ("the Union") respects individual privacy and recognizes the particular sensitivity of personal information.

The Union recognizes our obligations concerning the protection of personal information of our members, employees and officers. This policy has been developed with those obligations in mind.

I. PURPOSES FOR THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

Membership Personal Information

The Union collects, uses and discloses members' personal information for the purposes of:

a) verifying a member's union membership;

b) determining a member's eligibility for benefits;

c) providing representational services on behalf of the Union's members;

d) communicating with members about the activities of the Union or its affiliates;

e) arranging for a member's dispatch to jobs;

f) communicating with contractors regarding a member's suitability for a job;

g) communicating with contractors regarding a member's job performance;

h) making payments to a member, as required;

i) verifying proper deduction and payment of a member's dues;

j) determining, compiling and analyzing statistical data;

k) pursuing collective bargaining objectives;

l) representing a member in grievance proceedings;

m) advancing the Union's position before the British Columbia Labour Relations Board or any other court or tribunal as the case may be;

n) conducting an organizing drive;

o) liaising with other labour organizations, councils and the Union's international parent with respect to collective bargaining or trade union matters;

p) administering the Union's Constitution and Working Rules and By-Laws; and

q) administering the remittance by employers of monies on behalf of the Union members to various Union funds and/or plans, including but not limited to pension and health and welfare plans.

Officer Personal Information

The Union collects, uses and discloses the personal information of individuals who run for election to office or are appointed to office for the purposes of:

a) administering the electoral or appointment process associated with the individual's position; and

b) establishing, managing or terminating the relationship between the Union and the individual officer.

Employee Personal Information

The Union collects, uses and discloses the personal information of its employees for no other purpose other than to establish, manage terminate an employment relationship.

The Union hereby notifies its employees that it will be collecting, using and disclosing employee personal information for the following specific purposes:

a) payroll/T4 preparation;

b) enrollment, identification and maintenance of pension, MSP, extended health, dental, LTD, ADD & life insurance benefits for employees and their dependents;

c) enrollment and remittance of dues and maintenance of seniority;

d) advancing WCB claims;

e) advancing LTD claims;

f) contact purposes;

g) reimbursement of expenses;

h) enabling representation of an employee by his/her bargaining agent; and

i) enabling the administration of employee pension and/or benefit plans.

It is the Union's policy to collect, use and disclose personal information about individuals other than our members, officers and employees in accordance with the provisions of the *Personal Information Protection Act.*

II. DISCLOSURE OF PERSONAL INFORMATION

Where required for the purposes enumerated above, the Union will disclose personal information to third parties, including, but not limited to the Union's Health and Welfare and Pension Plans, the Union's international parent organization, affiliated labour organizations and technical and/or professional service providers.

III. CONSENT TO THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

The *Personal Information Protection Act* deems that an individual has consented to our collection, use or disclosure of personal information about that individual if, at the time the consent is deemed to be given, the purpose would be considered obvious to a reasonable person. In such circumstances, we will collect, use or disclose personal information without obtaining a written or verbal consent to do so.

The *Personal Information Protection Act* also permits us to collect, use or disclose personal information about an individual in some circumstances without the individual's consent. Those include (but are not limited to) circumstances in which:

a) the collection, use or disclosure is clearly in the interests of the individual and consent cannot be obtained in a timely way;

b) it is reasonable to expect that the collection, use or disclosure of personal information with the consent of the individual would compromise the availability or accuracy of the information, and the collection, use or disclosure of the information is necessary for an investigation or proceeding;

c) the personal information is available to the public from a prescribed source; or

d) the collection, use or disclosure of personal information is required or authorized by law.

IV. WITHDRAWAL OF CONSENT

Where applicable, individuals may withdraw consent to the collection, use or disclosure of their personal information by contacting the Union's Privacy Officer at the coordinates provided below.

V. SECURITY OF PERSONAL INFORMATION

The Union recognizes our obligations to securely store the personal information we hold on record. We have therefore made arrangements to secure against the unauthorized access, collection, use, disclosure, copying, modification, disposal or destruction of personal information.

VI. REQUESTS FOR ACCESS TO PERSONAL INFORMATION

The *Personal Information Protection Act* permits individuals to submit written requests to us to provide them with:

a) their personal information under our custody or control;

b) information about how their personal information under our control has been and is being used by us;

c) the names of the individuals and organizations to whom their personal information under our control has been disclosed by us.

The Union will respond to any such requests in the time allowed by the *Act* and will make a reasonable effort to assist applicants and to respond as accurately and completely as reasonably possible. Any such requests may be subject to any fees and disbursements the law permits us to charge.

An individual's ability to access his or her personal information under our control is not absolute. The *Act* provides that we must not disclose personal information when:

a) the disclosure could reasonably be expected to threaten the safety or physical or mental health of an individual other than the individual who made the request;

b) the disclosure can reasonably be expected to cause immediate or grave harm to the safety or to the physical or mental health of the individual who made the request;

c) the disclosure would reveal personal information about another individual;

d) the disclosure would reveal the identity of an individual who has provided personal information about another individual and the individual providing the personal information does not consent to disclosure of his or her identity.

The *Act* further provides that we are not required to disclose personal information when:

a) the personal information is protected by solicitor-client privilege;

b) the disclosure of the personal information would reveal confidential commercial information that, if disclosed, could, in the opinion of a reasonable person, harm the competitive position of an organization;

c) the personal information was collected without consent for the purposes of an investigation, and the investigation and associated proceedings and appeals have not been completed;

d) the personal information was collected or created by a mediator or arbitrator in the conduct of a mediation or arbitration for which he or she was appointed to act:

   (i) under a collective agreement,

   (ii) under an enactment, or

   (iii) by a court.

VII. ACCURACY OF PERSONAL INFORMATION

When we collect, use or disclose personal information, we will make reasonable efforts to ensure that it is accurate and complete.

The law permits individuals to submit written requests to us to correct errors or omissions in their personal information that is in our custody or control. We encourage individuals to report to the Union's Privacy Officer any discrepancies or inaccuracies in personal information held by the Union and, in such, case, we will:

a) correct the information in question and, if reasonable to do so, send correction notifications to any other organizations to whom we have disclosed the incorrect information; or

b) decide not to correct the personal information, but annotate the personal information that a correction was requested but not made.

VIII. COMPLAINT PROCEDURE

Any complaint relating to the Union's handling of personal information should be forwarded to the attention of the Union's Privacy Officer whose contact information appears below.

The complaint shall be reviewed and considered by the Privacy Officer in reference to the terms of this Privacy Policy and applicable law.

Within 21 days of receiving the complaint**,** the Privacy Officer shall respond in writing to the complaining party advising of the Union's position regarding the matters complained of.

If, in the opinion of the Privacy Officer, the complaint is justified, we will take the necessary steps to resolve the issue.

IX. CONTACTING OR COMMUNICATING WITH US

The Business Manager of the Union has appointed a Privacy Officer to assist you with any questions about this Privacy Policy or the handling of your personal information. Our Privacy Officer is also available to respond to any requests you may have with respect to access to, or correction of, your personal information under our care and control. Please feel free to contact our Privacy Officer, Dave French at:

Boilermakers, Lodge 359
5510 268 St
Langley Twp, BC
V4W 3X4
Tel: 778-369-3590
Email: dfrench@boilermakers359.org

X. CHANGES TO THIS POLICY

This Privacy Policy may change to accommodate organizational pertaining to the Union, technology and legal developments. The Union may add, change, or remove portions of this Privacy Policy where appropriate to reflect those changes or developments. Whenever we update this Policy, we will change the date on the Policy to indicate when the changes were made. The Union shall at all times maintain online at https://boilermakers.org/local/359 an updated version of this Privacy Policy for all to access.