

# POLICY ON THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

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## **I. Introduction**

The Union is subject to the Personal Information and Privacy Act, (PIPA) and the Personal Information Protection and Electronic Documents Act (PIPEDA). The Union is committed to and bound by this Legislation to protect its members, travel cards and permits (collectively referred to as "individuals") personal information.

The Union has developed this policy to enhance its commitment to privacy issues in relation to PIPA and PIPEDA.

If you have any questions about this policy or any of your personal information collected, used and disclosed by the Union please contact the Union's privacy designate, through the switchboard and/or posted at the dispatch area of the hall.

## **II. What Personal Information Does the Union Collect?**

The Union collects only that information that is reasonable to assist the individual to gain employment within the jurisdiction of the Union, and so that the Union can provide the individual with the benefits available to him or her. The information collected, used and disclosed includes but is not limited to:

1. Name;
2. Date of Birth;
3. Home and/or business address;
4. Social Insurance Number;
5. Emergency contact information;
6. Telephone number;
7. Proof of trade qualifications;
8. Home Local information when necessary;
9. Discipline records;
10. Information regarding dues and remittances;
11. Collective Agreement administration material.

## **III. Why Is This Personal Information Collected?**

In addition to the above, the purpose of collecting this information is to allow the Union to:

1. Advise the individual about employment opportunities, including maintenance and administration of the dispatch system and out of work list;
2. Provide benefits to the individual;

3. Provide dues and remittances to home Locals when applicable;
4. Advise appropriate people in emergency circumstances;
5. Contact individuals to advise of meetings, collective bargaining, and Union material associated with the Union;
6. Process charges under the Union Constitution and Local By-laws;
7. Grievances and for witness statements relating to the Collective Agreement administration;
8. Provide employment;
9. Provide information to the Trust Funds/Benefit Funds constituted pursuant to a Collective Agreement to assist in administering the members' benefits;
10. Provide an effective Job Steward's Reporting System;
11. To administer the local Union to the betterment of the members;
12. To administer the Collective Agreement(s) and to further the purposes of collective bargaining;
13. To administer materials relating to those seeking membership in the Union, including, where required, a welding or proficiency test;
14. Organizing purposes.

#### **IV. How is the Personal Information Collected?**

The information that is collected is given by the individual him or herself, a home Local, or an employer. Information is also sometimes collected through questionnaires, membership meetings, personal contact with the individual, membership application and travel card forms.

#### **V. Protection of the Information**

Information is protected with the appropriate procedural, physical and technical security with respect to such personal information, so as to stop unauthorized access and exposure. This includes creating physical barriers to access hard copy material and technical security by way of firewalls and pass codes. Waste materials that contain personal information will be destroyed by shredding, erasing electronic material, or otherwise destroying it before it is sent to the garbage.

#### **VI. Access to the Information**

Individuals are entitled to access their personal information that is collected. Information about an individual can be accessed by that individual, by written request to the appropriate Union privacy designate.

#### **VII. Disclosure of Personal Information Without Consent**

The information collected, used and disclosed and the purposes for which it is done, in the context of working out of a Union hall, implies such consent to collect, use and disclose personal information. However, where consent is necessary but is not

confirmed, personal information can be disclosed without being able to confirm consent of the individual. Those circumstances include but are not limited to:

1. Emergency situations to protect the individual(s) or contact next of kin;
2. Pursuant to a legal duty or direction of the Court.

#### **VIII. Who is the Information Disclosed To?**

Your personal information will potentially be disclosed, among others, to:

1. Employers;
2. General membership for the purpose of processing charges;
3. Home Locals where applicable;
4. The International for purposes of paying dues;
5. The Health and Welfare, Pension or Education Trust Fund; the Benevolent Fund, or any other Fund constituted pursuant to a Collective Agreement to assist in the administration of the members' benefits.

#### **IX. Complaints Regarding Policy**

If you have a complaint or concern arising from the implementation and/or breach of this Policy, you have 30 days from the date of such breach to file a complaint to the Union Privacy designate. The Union Privacy designate will provide you with a written decision as to your complaint as soon as reasonably possible.

#### **X. General**

Wherever personal information is disclosed, no more information than is required will be provided.

The Union acknowledges that it has collected certain information prior to January 1, 2004. The Union will continue to disclose that information in accordance with past practice.