

ASSOCIATION OF BRITISH COLUMBIA COLLEGE PENSION PLAN RETIREES (CPPR) PRIVACY POLICY

The *Personal Information Protection Act* regulates the manner in which CPPR collects, uses, retains, secures and discloses personal information. CPPR recognizes the importance of privacy and the sensitivity of personal information received by us in the course of our activities. This Policy affirms our commitment to protecting the confidentiality of our members' personal information and to inform you of our procedures regarding the collection, use and disclosure of personal information provided to CPPR. For the purposes of this Policy, members mean THOSE individuals who have signed membership forms of CPPR.

Contacting the CPPR Privacy Officer

Requests for access to, or correction of, your personal information should be made in writing and addressed to our Privacy Officer. Any questions, concerns or complaints about this Policy should also be directed to our Privacy Officer.

The contact information for our Privacy Officer is

ABC CPPR Privacy Officer
400 – 550 West 6th Avenue
Vancouver, BC V5Z 1A1
Tel: 1-844-655-6565
Email: info@bccollegepensionplanretirees.ca

What is Personal Information

“Personal information” means any information about an identifiable individual and includes

- home address, telephone numbers, and email addresses
- age, marital status, sexual orientation, race, ethnic origin, religion
- medical information
- income
- education
- employment information
- Social Insurance number.

Why CPPR needs Personal Information

The mandate of CPPR involves

- Communicating with and determining the needs of our members
- Advocating for Members
- Providing services and information to our members
- Managing the business of the Association.

In order to fulfill the mandate and objectives of the Association, we need access to information that is relevant to the representation of our members' retirement and pension interests. This information may, of necessity, include personal information about members and other individuals.

For example, CPPR may collect personal information about members who participate on committees, register for workshops, or subscribe to CPPR's newsletter, or to conduct research and surveys.

The CPPR will collect, use and disclose personal information only for the purposes of fulfilling its mandate, maintaining accurate membership records, and for communications between the Association and its members.

The CPPR will keep that information only for as long as it is needed to fulfill the purposes for which it was collected and to meet any legal requirements.

Member information collected by the CPPR may include, but may not be limited to name, address, telephone/fax numbers, email address, date of birth, gender, date of retirement and Social Insurance Number (required by the College Pension Plan to deduct the annual membership fee at source, if applicable).

Any personal information collected or membership and/or reference lists produced for any purposes other than dues deduction by the Pension Corporation will not include a member's social insurance number.

Collection, Use and Disclosure of Personal Information

CPPR will only collect, use and disclose personal information for purposes that would be considered reasonable in the circumstances and only such information as is required for the purposes of fulfilling the mandate and objectives of the Association.

If we transfer personal information to an organization that performs services on our behalf, we will require that organization to use such information solely for the purposes of providing services to CPPR or the individual(s) concerned, and to have adequate safeguards for the protection of personal information.

We do not sell your personal information to any organization.

Consent

Unless the purpose is obvious or consent is not required, before or at the time of collection, we will inform you of the intended purposes for the use or disclosure of your personal information and will obtain your consent. In most cases we will obtain your express consent but in some cases your consent may be implied through your conduct with us.

You can withdraw your consent to the collection, use or disclosure of personal information, but withdrawing consent may limit our ability to represent your interests.

Accuracy, Security and Retention of Personal Information

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

We recognize our obligations to protect the personal information in our custody and have implemented procedures to safeguard personal information against unauthorized access, use or disclosure.

We will keep personal information only as long as it is required. When personal information is no longer required, we will employ secure methods to destroy it.

CPPR Web Site

We respect the privacy of everyone who visits our site.

Please read our Privacy Policy carefully so that you can understand how we collect, use and disclose the personal information that you provide to us.

By accessing this Website you accept all the terms and conditions of this Privacy Policy. In particular, by submitting your personal data to us, you will be deemed to have given your permission for use and disclosures referred to herein.

If you do not agree with the terms and conditions of this Privacy Policy, you must immediately cease using and accessing this Website and any content, services or products contained in or available from this Website for which you need to provide personal information.

What does this privacy policy cover?

This Privacy Policy covers our use and disclosure of your personal information that is collected through or in connection with this Website. For the purposes of this Privacy Policy, "this Website" means all the web pages related to the bccollegepensionplanretirees.ca site excluding any links to third party sites.

This Privacy Policy relates to this website. Third party websites that are linked through the bccollegepensionplanretirees.ca website may contain privacy policies, which are different from this Privacy Policy. In addition, specific terms and conditions may apply to specific content, services or products contained in or available from such other websites.

Information collection and use

We collect and use personal information (including name, address, telephone number and email address) in order to:

- respond to queries or requests submitted by you
- process applications or forms submitted by you
- administer or otherwise carry out our obligations in relation to any agreement you have with us
- anticipate and resolve problems with any services supplied to you.

Except as set out in this Privacy Policy, we will not disclose any personally identifiable information without your permission unless we are legally entitled or required to do so (for example, if required to do so by legal process or for the purposes of prevention of fraud or other crime) or if we believe that such action is necessary to protect and/or defend our rights, property or personal safety.

Collection of non-personal information

We may automatically collect non-personal information about you such as the type of internet browsers you use or the website from which you linked to our Website. We may also aggregate details which you have submitted to the Website. You cannot be identified from this information and it is only used to assist us in providing an effective service on this web site.

We may from time to time supply third parties with this non-personal or aggregated data for uses in connection with this Website.

The use of cookies

We may store some information (commonly known as a "cookie") on your computer when you look at our Website. We are able to read these cookies for information purposes when you revisit our Website.

The type of information we collect as a result of a cookie being accepted by you is specific to your PC and includes the IP address, the date and time the PC visited the Website, what parts of our Website were looked at and whether the web pages requested were delivered successfully. This information is anonymous; it represents a computer rather than a person.

We use the cookie information to improve our knowledge of the use of our Website and to enable us to be able to ascertain whether the Website is operating at an optimal level. This allows us to enhance our web offerings to you and to provide an enjoyable and an innovative online experience.

You can erase or block this information by changing the settings on your computer (please refer to your help screens or manuals). If you do erase or block this information you may not be able to utilise some features of the Website.

E-mail, Feedback and Forum Facilities

If at any time this Website offers any e-mail, feedback or forum facilities, we may collect the information, which you disclose. Such information will be used in accordance with this Privacy Policy.

Keeping our records accurate

We aim to keep our information about you as accurate as possible. If you would like to review or change the details you have supplied us with, please contact us as set out below.

Security of your personal data

We have implemented technology and policies with the objective of protecting your privacy from unauthorised access and improper use and will update these measures as new technology becomes available, as appropriate.

Use of your personal information submitted to other websites

We cannot be responsible for the privacy policies and practices of other websites even if:

- you accessed the third party website using links from our Website; or
- you linked to our Website from a third party website.

We recommend that you check the policy of each site you visit and contact the owner or operator of such website if you have any concerns or questions.

Will this privacy policy change?

From time to time we may make changes to this Privacy Policy. If we make any substantial changes to this Privacy Policy and the way in which we use your personal data we will post these changes on this page and will do our best to notify you of any significant changes. Please check our Privacy Policy on a regular basis.

How you can contact us

If you would like to contact our Privacy Officer about our Privacy Policy, you can do so by emailing info@bccollegepensionplanretirees.ca .