



PERSONAL INFORMATION PROTECTION GUIDELINES

pursuant to the *British Columbia Personal Information Protection Act, S.B.C. 2003 c.63*, in effect January 1, 2004

Effective June 1, 2010

Introduction:

IATSE Local 891 has been in operation since 1962. The first focus of our Union is to get our members working with the best wages, benefits, terms, and conditions of employment possible. From our earliest days this has required a sustained effort to develop and grow our industry in British Columbia. Our approach with employers is that we can supply the best talent possible and that we act reasonably in labour relations matters. We work to ensure that our members are the ones working within our jurisdiction and that everyone receives excellent Union representation. In addition, we step forward in place of traditional employers and provide benefit and RRSP administration to our members. As a responsible Union, we must deal with membership issues, dues, loans, fines and numerous other related tasks, all of which involves personal information.

Guidelines:

IATSE Local 891 values personal information, and we are strongly committed to abiding by legislative guidelines. We collect, use, and disclose your personal information with your knowledge and consent in order to meet the objectives of our Union, as stated above. Please see the **Personal Information Protection Chart** in reference to our disclosures. Many queries, with respect to whom disclosures are made, pertaining to your names, numbers, classifications, qualifications, etc., will be responded to based on this chart.

The basic definition of “personal information” includes “information about an identifiable person” and includes “employee personal information.” It excludes “contact information” and “work product information.”

Most personally identifiable information about an individual that is used by IATSE Local 891 is retained for one year, so that you have a reasonable period of time to access it and make corrections, if required. Some information is kept longer than a year when there are legitimate legal or business purposes.

We will make a reasonable effort to ensure that personal information is accurate and complete, if it is likely to be used to make a decision that affects you, or is likely to be disclosed to another organization. We will make reasonable security arrangements to prevent unauthorized access, collection, use, disclosure, copying, modification, or disposal of this information. We will take additional steps to secure any medically confidential information, certain financially confidential information, and personal files.

More specific and detailed guidelines are found in the Privacy/Retention/Security documents created for each function of IATSE Local 891.

For your information, here is the Union's Personal Information Protection Chart:

This chart pertains to information we need to collect, use, and disclose in order to administer membership and get our people working.

Individuals Seeking Information	Information Concerning Members that is Provided	Information Concerning Permittees that is Provided
Members	Phone numbers and e-mail addresses; emergency contact information	Emergency contact information
Executive and/or department chairs (This falls under the category of IATSE using the information as opposed to disclosing it).	All information, such as, phone numbers, e-mail, seniority, classification, resumes, certificates, qualifications, availability lists, applications, day counts, membership(s) information, current production, emergency contact information, etc.	Same as members
Members legitimately performing work for a department or committee (This falls under the category of IATSE using the information as opposed to disclosing it).	Depending on circumstances, may include all information provided to department chairs as referenced above.	Same as members
Employers/Productions/Department Heads	Phone numbers, emergency contact information, e-mail, seniority, classification, certificates, resumes, qualifications, availability lists, work location, and history.	Same as members, however, any request not justified through dispatch is referred to the Senior Steward's Office.
Permittees	Emergency contact information	Same as members
Those requesting copies of own certificates, day counts, etc.	Provided	Provided
Third Parties	Emergency contact information. Nothing else released unless written consent, court order, legislations, or formal governmental request.	Same as members

Note: IATSE provides other services to members such as RRSP administration, benefit administration assistance, income and work verification, as well as reports for wage loss claims, loans, WCB claim administration and appeals, payroll verifications, etc. We will continue to collect, use, and disclose any information for these purposes in compliance with the Personal Information Protection Act.

Chief Privacy Officer:

The Chief Privacy Officer for IATSE Local 891 is the Director of Administration, Frank Skinner, who can be reached during regular office hours at 604-664-8939. His direct e-mail is privacy@iatse.com.

All access requests, questions, and comments should be directed to him. Mr. Skinner will review any questions, objections, or challenges on a professional level and provide responses.

Should you disagree with any responses made by him, you can then appeal the matter to the Executive Board of IATSE Local 891.

IATSE Local 891 was chartered in 1962. With a membership in excess of 5,000, IATSE Local 891 is the largest IATSE local in Canada representing technical, artistic, and allied crafts in British Columbia and the Yukon.