PERSONAL INFORMATION PROTECTION GUIDELINES

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

Revised, January 2022

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. These tasks all involve 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.

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

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

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, and financially confidential information.

More specific and detailed guidelines are found in the Privacy/Retention/Security documents created for specific functions of IATSE Local 891. Please refer to the Personal Information Protection Chart below. This chart provides general details of what the Union may do with certain information, However, specific policies may be developed from time to time that provide more specific guidance within these guidelines.

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 may be provided	Information concerning permittees that may be 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 addresses, seniority, classification, resumes, certificates, qualifications, availability lists, applications, day counts, membership(s) information, current production, emergency contact information, etc.	All information, such as, phone numbers, e-mail addresses, seniority, classification, resumes, certificates, qualifications, availability lists, applications, day counts, membership(s) information, current production, emergency contact information, etc.
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.	Depending on circumstances, may include all information provided to Department Chairs as referenced above.
Employers/Productions/Department Heads	Phone numbers, emergency contact information, e-mail addresses, seniority, classification, certificates, resumes, qualifications, availability lists, work location, and history.	Phone numbers, emergency contact information, e-mail addresses, seniority, classification, certificates, resumes, qualifications, availability lists, work location, and history.
Permittees	Emergency contact information	Emergency contact information
Those requesting copies of own certificates, day counts, etc.	Provided	Provided
Third Parties	Emergency contact information. Nothing else released unless written consent, court order, or legislative requirement.	Emergency contact information. Nothing else released unless written consent, court order, or legislative requirement.

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.

Privacy Officer:

The Privacy Officer for IATSE Local 891 is currently vacant. Please direct all access requests, questions, and comments to privacy@iatse.com. The Privacy Officer will review any questions, objections, or challenges on a professional level and provide responses. Should you disagree with any responses made, 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.