

## 2.1.18 FSA Privacy Policy

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The BCIT Faculty and Staff Association (the “Association”) is committed to protecting the privacy of its members. The purpose of this policy is to assure our members, Board of Directors, and partners that the FSA complies with BC’s Personal Information Privacy Act (PIPA), Canada’s Personal Information Protection and Electronic Documents Act, ‘Anti-Spam Act’, and all other relevant legislation and organizational policy. This policy explains how we collect, use, disclose, and safeguard personal information.

### 1. Accountability

- 1.1. The Association does its best to ensure that all information is recorded accurately – concerns about accuracy or use of information can be directed to 604-432-8695, or by email at [fsa@bcit.ca](mailto:fsa@bcit.ca).
- 1.2. The Privacy Officer is responsible for ensuring the Association’s compliance with its privacy obligations.
- 1.3. The Associate Executive Director (AED) will ordinarily serve as Privacy Officer. If there is no AED, or if they are on leave for a period longer than three months, then the Executive Director will appoint a temporary Privacy Officer.

### 2. Collection of Information

- 2.1. The Association collects personal information only from:
  - 2.1.1. its members, and
  - 2.1.2. British Columbia Institute of Technology (BCIT).
- 2.2. The information is collected by a variety of methods, such as:
  - 2.2.1. BCIT reports,
  - 2.2.2. phone,
  - 2.2.3. fax,
  - 2.2.4. email,
  - 2.2.5. online, and
  - 2.2.6. in-person

### 3. Use of Information

3.1. The Association uses personal information to better serve our members. Including, but not limited to:

- 3.1.1. member support and representation,
- 3.1.2. strategic direction setting,
- 3.1.3. elections,
- 3.1.4. member meetings,
- 3.1.5. bargaining, and
- 3.1.6. grievance proceedings

3.2. The Association is committed to using personal information in a respectful and useful way. The Association is also committed to making sure its members do not receive more than a reasonable number of emails, letters, or phone calls.

#### 4. Disclosure of Information

The Association treats its obligations regarding the use and disclosure of personal information very seriously. Generally, personal information will only be used or disclosed for the primary purpose for which it was collected or for a purpose related to the primary purpose for which it would be reasonably expected to be used. The Association will not sell or rent personal information. The Association will not share personal information unless legally obligated to do so.

#### 5. Storage of Information

Personal information is stored in our databases on a secure server and/or in secured hard copy files. Only authorized BCITFSA personnel have access to this information.

#### Revision History

Date	Revision (Brief description)
2024-03-02	Revisions approved.
2023-03-03	On the recommendation of the FSA's Information Officer, the policy has been revised to meet the FSA's obligations as a bargaining agent and society, per the Labour Code and Societies Act. As previously written, the policy was overly narrow in scope, which was in conflict with our obligations.