

COMMUNICATIONS, ENERGY AND PAPERWORKERS
UNION OF CANADA, LOCAL 2000
Media Union of British Columbia

PRIVACY POLICY

The Communications, Energy and Paperworkers Union of Canada, Local 2000 (The Media Union of British Columbia) is committed to ensuring the privacy of its members and staff and in maintaining the accuracy and security of each member's and staff person's personal information. As such, we have developed this Privacy Policy and have appointed a Privacy Officer whose duties will include ensuring that Local 2000 is in compliance with this policy.

Please note that CEP Local 2000 may, from time to time, modify this Privacy Policy to reflect legal, technical and other developments. In that event such changes will be communicated to our members.

Please take the time to read this document carefully so as to be assured that CEP Local 2000 takes your privacy seriously and will protect the information we have about you to the fullest extent possible.

CEP LOCAL 2000 COLLECTION, RETENTION AND USE OF PERSONAL PRIVACY INFORMATION

While not an exhaustive list, the Union collects, uses and discloses personal information in the following areas:

Member Servicing	Education and Training
Organizing	Pension Administration
Human Resources	Health & Welfare Administration
Finance/Purchasing	Dental Plan
Legal Services	Complaints
Information Technology	Security
WCB Claims Handling	Revenue Canada Requirements
Scholarship Applications	Collective Agreements
Union Elections	Minutes from Meetings
Convention & Seminar Applications	Distribution of Union Information
Apprenticeship Information	Committee Lists

Additionally, the Union collects personal information for the following purposes:

Membership Meetings	Membership Lists
Organizing Drives	E-mail
Appeal Forms	Websites
Grievance Forms	Bulletin Boards
Application Forms	Surveys
Audio Tapes	Photographs
Historical Records	Collective Bargaining
Shop Steward's Lists	Reports Containing Personal Information
Executive Board Lists	
Any other document that may contain personal information	

And, more specifically, the Union retains and uses information in the following areas and for the given reasons:

PAYROLL DATABASE

Full Name	For mailing cheques and mailing T4 at year-end
Address	For mailing cheques and mailing T4 at year-end
Phone Number	For contacting individuals re payment
Social Insurance Number	Reporting to Revenue Canada, T4 receipt, go remit pension
Birth Date	Determining CPP eligibility
Pay Rate	Calculate lost time
Pension Rate	Remit pension on behalf of individual
Workbank Target	Pay out workbank on lost time pay

PAYABLES DATABASE

Payee Name	For mailing cheques, to reimburse individuals
Address	For mailing cheques
Phone Number	For contacting individual re payment

EMPLOYER RECORDS

Family Members	Contacts for emergency
Family Members, Age, Sex	Health and insurance benefits coverage

MEMBERSHIP DATABASE

*Note: The Membership Database is the Main Database from which information is used in our other Databases, as noted.

Full Name	Issue dues receipts
Address	Issue dues receipts
Date of Birth	Retirement issues
Social Insurance Number	Issue dues receipt
Home Phone Number	Correspondence
Work Phone Number	Contact
Cell Phone Number	Contact
E-mail Address	Contact, correspondence
Gender	Gender issues
Workplace	Distribution of material
Job Title	Enforce union contract
Salary	Enforce union contract
Date Hired	Enforce union contract, seniority issues
End Employment Date	Enforce union contract
Leave Dates	Determine membership eligibility
Type of Leave	Dental and benefit eligibility, seniority issues
Pension Participant	Pension issues
Dental Plan Participant	Dental correspondence
Dues Payments	Issue dues receipts, maintain membership

DENTAL TRUST

Full Name	Correspondence and claim settlements
Address	Correspondence and claim settlements
Dependents	Administer claim payments
Dependent's Age	Eligibility requirements
Marital Status	Eligibility requirements

CONSENT

In providing CEP Local 2000 with your personal private information you are consenting to the disclosure of this information for the purposes stated above. In addition, CEP Local 2000 may disclose the information to third parties when required by law or when the law has deemed that consent has been given.

WITHDRAWAL OF CONSENT

Subject to contractual or legal restrictions, you may withdraw your consent for the use and disclosure of your personal information at any time. Please note that such a withdrawal of consent may prevent CEP Local 2000 from being able to effectively represent your interests. Withdrawal of Consent forms available on request or from the Union's website <www.mediaunion.ca>

ACCURACY

It is your responsibility to ensure that the information you provide to us is accurate. CEP Local 2000 will not be responsible for any loss or damage resulting from such personal information disclosed at the option of the member. If you believe any information the Union has is inaccurate or incorrect, you may complete a Statement of Disagreement form, available on request or from the Union's website <www.mediaunion.ca>

Local 2000 has the right to refuse such a request in certain situations. These situations include:

- when the information is protected by solicitor-client privilege;
- where the disclosure would reveal confidential information that could harm the competitive position of the organization;
- where the disclosure could threaten the safety or health of an individual whether it be the individual making the request or another person;
- the disclosure would reveal personal information about another individual; and, finally;
- where the information is generated for the purpose of a mediation/arbitration hearing.

PURPOSE

Member information may only be used or disclosed for the purposes collected, as outlined above, unless the member has otherwise consented or when it is required or permitted by law. While CEP Local 2000 will employ appropriate procedures to help ensure that members' information is only used for authorized purposes, including reasonable efforts to ensure compliance by third parties, CEP Local 2000 cannot make any guarantees with respect to the actions of such third parties.

Member information may only be retained for the period of time to fulfill the purpose for which it was collected and for historical purposes. In any case, when CEP Local 2000 makes a decision that affects you personally, any personal information in regards to this decision in the possession of CEP Local 2000 will be kept for at least one year.

SECURITY

Appropriate safeguards will be implemented to prevent personal information from unauthorized use and access in an effort to ensure the security, integrity and privacy of your personal information.

ACCESS TO YOUR PERSONAL INFORMATION

On request, a member shall be informed of the existence, use and disclosure of their personal information and shall be given access to it. Access Request forms are available on request or from the Union's website <www.mediaunion.ca>

OPENNESS

CEP Local 2000 is committed to making information available to members concerning the policies and practices that apply to the management of their information.

MEMBERS' COMPLAINTS, APPEALS AND SUGGESTIONS

Members may direct any complaints or enquiries with respect to our Privacy Policy or our practices, in writing, to the Union's Privacy Officer at CEP Local 2000, 475 Howe St., Unit 400, Vancouver, B.C. V6C 2B3. Appeals of the Privacy Officer's decision can be made by obtaining an Appeal CEP Privacy Policy form from the Union or from the Union's website <www.mediaunion.ca>

COMMUNICATIONS, ENERGY AND PAPERWORKERS UNION OF CANADA LOCAL 2000, Media Union of British Columbia RETENTION OF PERSONAL INFORMATION UNDER THE PERSONAL INFORMATION PROTECTION ACT

The Personal Information Protection Act (PIPA) requires all organizations to keep personal information for at least one year when the organization has used that information to make a decision that directly affects an individual.

The PIPA requires all organizations to destroy any documents containing personal information, or remove the means by which the personal information can be associated with the particular individual as soon as it is reasonable to assume that the purpose for which the personal information was collected is no longer being served by retention of the information and where retention is not necessary for legal, business or historical purposes.

In actual fact, there will be many records containing personal information that CEP Local 2000 will retain on a permanent basis. For instance, bargaining history notes should be kept permanently as long as there is a collective agreement to which the bargaining notes refer because notes are potentially relevant to interpreting the collective agreement.

Personal information may be retained for archival reasons but in such cases will not be released for at least twenty years from when collected unless specific consent has been given by the member.

Similarly, if there is an arbitration award or a settlement of a dispute concerning a member, information containing personal information will be retained on a permanent basis.

Non-permanent records that contain personal information will be reviewed prior to their destruction. It is most likely that the majority of personal information will have to be kept for a minimum of seven years to comply with legal requirements.

DEEMED CONSENT TO THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

Unless a member withdraws consent, CEP Local 2000 deems that it may collect, use and disclose the personal information contained in this application form for the purposes stated herein and for processing a member's application for membership. The union also deems consent is given for the collection, use and disclosure of this information for the purposes stated herein and for the purposes of gaining employment or training opportunities in the workplaces and under the collective agreements between employers and CEP Local 2000.

Withdrawal of consent may be done by filling out the appropriate Withdrawal of Consent form attached or available on the Union's website <www.mediaunion.ca>