



## NICFA PRIVACY POLICY

### **Policy Statement**

North Island College Faculty Association is committed to protecting the privacy, confidentiality and security of members' personal information and to use and retain it responsibly in the course of conducting our duties as a trade union and certified bargaining agent.

The policy outlines NICFA's practices concerning the collection, use, disclosure, and protection of personal information.

The [British Columbia Personal Information Protection Act](#) regulates the way NICFA collects, uses, retains, secures and discloses personal information. NICFA recognizes the importance of privacy and the sensitivity of personal information received in the course of activities. The organization is committed to protecting the confidentiality of members' personal information and informing members about procedures regarding the collection, use and disclosure of personal information provided to NICFA. For the purposes of this policy, "members" refer to people from whom the Association obtained information while they were employed with North Island College.

### **Personal Information**

"Personal information" means any information about an identifiable individual and includes:

- home address, telephone number(s) and personal email(s);
- age, marital status, sexual orientation, race, ethnic origin, religion;
- medical information;
- income;
- education;
- employment information, including information related to any services we might offer.

Personal information does not include "contact information", that is, the name, job title, business address, business telephone number, business email or business fax number of an individual.

### **NICFA Collection of Personal Information**

The mandate of NICFA involves:

- communicating with members

- determining the needs of our members;
- providing services and information to our members; and
- managing the business of the Union.

In order to fulfill its mandate and objectives, the Union may collect information that is relevant to the representation of our members' professional and employment interests. This information may, of necessity, include personal information about members and other individuals.

For example, NICFA may collect personal information about members who request contract administration services, represent the association on committees, register for conventions, or participate in surveys.

### **Collection, Use and Disclosure of Personal Information**

NICFA 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 Union.

Wherever possible, NICFA will collect personal information directly from the person to whom the information pertains. Sometimes it may be necessary to collect personal information from other sources, such as your department, school, or the employer (Human Resources).

If personal information is provided to an organization that performs services on NICFA's behalf, that organization will be required to use such information solely for the purposes of providing services to NICFA or the individual(s) concerned, and be required to delete such information as soon as it no longer needs the information to perform the work requested by NICFA and to have adequate safeguards for the protection of personal information.

NICFA will not sell or rent personal information to any organization.

### **Consent**

Unless the purpose is obvious or consent is not required, before or at the time of collection, members will be informed of the intended purposes for the use or disclosure of personal information and will obtain consent. In most cases, NICFA will obtain a member's express consent but in some cases, that consent may be implied through the member's conduct, such as having NICFA handle a grievance for the employee.

Members may withdraw their consent to the collection, use or disclosure of personal information, but withdrawing consent may limit NICFA's ability to represent members' interests or process a grievance on the member's behalf. Grievances about members' working conditions or contract breaches do not require member consent.

### **Accuracy, Security and Retention of Personal Information**

- NICFA will make reasonable efforts to ensure that any personal information that is collected, used, or disclosed is accurate and complete.
- NICFA recognizes its obligation to protect the personal information in its custody and has implemented procedures to safeguard personal information against unauthorized access, use or disclosure.
- NICFA will keep personal information only as long as it is required. When personal information is no longer required, it will be destroyed in a secure manner.

## **NICFA Website**

Members do not have to provide personal information to visit NICFA's website. If members browse through the website, read pages or download information, the following information may be automatically collected and stored:

- the Internet Protocol (IP) address of the computer from which the site is accessed;
- the date and time of the visit; and
- the pages visited.

When collected, this information is used for statistical purposes to help make the site more useful to visitors. This information does not identify individuals and is not correlated with any personal information.

From time to time NICFA may use non-persistent cookies within multiple page online forms to remember a visitor from page to page. These non-persistent cookies do not store any personal information and are typically deleted after each visit. NICFA will not rely on the continued existence of these cookies.

NICFA may employ software programs and app plug-ins to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage to the site. This software receives and records the IP address of the computer that has contacted NICFA's network, the date and time of the visit and the pages visited. No attempt is made to connect these IP addresses to the identity of individuals visiting the site unless an attempt to damage the site has been detected.

If personal information is provided through an e-mail message or form, the information will be retained only as long as needed to respond to questions or to fulfill the purpose of the communication.

The NICFA website contains links to other sites, which are not governed by this policy.

## **Contacting the NICFA Privacy Officer**

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

First Approved: May 2024	Last Revised	Subject To Review: 2026
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