



## **POLICY 4.01**

### **ADMINISTRATION**

#### *Privacy*

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#### **POLICY INTENT**

AUSU collects personally identifying information about members to administer union programs and services. This policy outlines how that information is collected, stored and distributed.

#### **POLICY RESPONSIBILITY**

Council

#### **POLICY**

##### **Collection**

- 4.02.01 AUSU collects member information in accordance with the Personal Information Protection Act (PIPA) of Alberta, which governs information collection by non-profit organizations.
- 4.02.02 Member information that is collected through Athabasca University (AU), such as the AUSU membership list and Awards Winner's List, is requested in accordance with the Information Sharing Agreement between AUSU and AU, and is subject to the regulations of the Freedom of Information and Protection of Privacy Act (FOIPP), which governs information collection and sharing by public institutions.

##### **Use**

- 4.01.03 AUSU will use personal information only for the purpose for which it was compiled.
- 4.01.04 AUSU will not share or sell any collected personal information with any external agency, including Athabasca University, without the express permission of the member.

##### **Disclosure**

- 4.01.05 AUSU will only disclose member information under sections 19, 20 and 21 of the PIPA Act.

##### **Retention**

- 4.01.06 AUSU only retains member information when it is required for ongoing administration of programs and services.

4.01.07 AUSU receives an updated membership listing from AU each month, and does not maintain a separate or updatable membership database in its offices.

### **Destruction**

- 4.01.08 Membership information that is no longer needed by AUSU is destroyed by any of the following means:
- a) Shredding discarded documents before disposal
  - b) Shredding computer disks and CD ROMs
  - c) Destruction of old computer files by an industry standard secure deletion method

### **Security**

- 4.01.09 AUSU makes every effort to ensure the security of member information, including:
- a) requiring a confidentiality agreement with any third party -- such as a printer, mailing house or website administrator -- that may have access to member information;
  - b) requiring strict confidentiality of all AUSU staff, to be detailed in employment agreements;
  - c) limiting access to the AUSU office, locked storage facilities, safes and other areas where files are maintained; and
  - d) using a courier or other traceable shipping method for all packages which include confidential information.

### **Administration**

4.01.10 The Executive Director shall be the primary contact for all privacy concerns.

4.01.11 All AUSU forms shall clearly define the purpose of information collection.

### **POLICY HISTORY**

Original Approval Date: March 13, 2007

Updated Date:

Mandatory Review by Date: March 13, 2009