



POLICY 4.01
ADMINISTRATION

Privacy

POLICY INTENT

AUSU collects personal information about its members in order to administer programs and services. This policy outlines how that information is collected, used, stored, distributed, and destroyed.

POLICY RESPONSIBILITY

Council

POLICY

Collection

- 4.01.01 AUSU collects member information in accordance with the Personal Information Protection Act (PIPA) of Alberta, which governs information collection by non-profit organizations.
- 4.01.02 Member list information that is collected through Athabasca University (AU) is provided to AUSU in accordance with the Information Sharing Agreement between AUSU and AU.

Use

- 4.01.03 AUSU will use personal information only for the purpose for which it was compiled.
- 4.01.04 AUSU will not 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 Personal Information Protection Act (PIPA). Member or external partner requests seeking student information must be presented to AU for approval.

Retention

- 4.01.06 AUSU only retains member information when it is required for the ongoing administration of programs and services.
- 4.01.07 AUSU receives an updated membership listing from AU twice monthly, which is securely stored on the office network.

Destruction

- 4.01.08 Membership information that is no longer needed by AUSU is destroyed in accordance with Policy 4.03 – Records Management.

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 and councillors to be detailed in employment and confidentiality agreements;
 - c) limiting access to the AUSU office, locked storage facilities, safes, and other areas where files are maintained;
 - d) using a courier or other traceable shipping method for all packages that include confidential information;
 - e) restricting access to digital copies of member information;
 - f) requiring passwords and up-to-date virus protection on all staff and councillor computers; and
 - g) using password protection on all digital files containing membership information that are to be transferred to another party.

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.

RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS

This Policy References:

AUSU Policy 4.03 Administration: Records Management

This Policy is Referenced by:

None

POLICY HISTORY

Original Approval Date: March 13, 2007

Last Review Date: February 19, 2019 (Formal)

Review by Date: February 2021