



**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 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; limiting access to physical documents locked in storage facilities, AUSU home office spaces, and other areas where files are stored;
  - 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 mobile devices.
  - g) using password protection and encryption 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 18, 2021 (Informal)

Review by Date: February 2023