

	Policy No.: <p style="text-align: center;">2</p>	Approval Date: May 4, 2011 Created: April 4, 2011 Last Reviewed:
Title: <p style="text-align: center;">Access to AAPS Files and Documents Policy</p>		
Background & Purposes: <p>The Association supports and encourages the routine disclosure of information in many ways. The website, information sessions, direct emails, and a variety of publications, such as The Annual Report are all excellent sources of information about AAPS.</p> <p>The normal operation of the Association generates two types of documents, <i>public access</i> and <i>restricted access</i>. Restricted access files are subject to the provisions of the Personal Information Protection Act of BC (PIPA) and the Societies Act.</p>		

Public Access Documents:

AAPS public access documents are those that are available to the UBC community.

These include, and are not limited to:

- The Agreement on Conditions and Terms of Employment and the Framework Agreement between AAPS and UBC;
- The AAPS Constitution and Bylaws;
- The On The Radar Newsletter;
- Annual Reports;
- The agendas and minutes of Association spring general meetings and annual general meetings; and
- Other special reports, publications and announcements that are considered to be of interest to the AAPS community, such as professional development events, bargaining updates, news updates, UBC announcements, etc.

Restricted Access Documents:

AAPS restricted access documents are of two types:

1. Documents with access restricted to the AAPS Office; and/or
2. Documents with access restricted to Executive Committee, Board, and other Committee Members during their terms of office.

Restricted Access documents include:

- Minutes and agendas of Board meetings and Executive Committee meetings;
- AAPS membership data;
- Information supplied by the University for use by the AAPS Office, such as the current monthly membership list, the monthly member activity report, the monthly dues deducted report, and the quarterly employee data report;
- Other information commissioned by the Association for use for its members, such as legal opinions or accounting reports;
- Files related to Association grievance matters, which include, but are not restricted, to salary progression appeals, disciplinary actions, terminations, and workplace environment complaints. Normally, these files are viewed only by the Advocacy Committee, President, the Executive Director and/or Member Services Officer in the conduct of business related to the grievance;
- Documents related to ongoing negotiations with the University during the interim stages of the negotiations. Bargaining Committee Members have access to documents related to salary and benefits negotiations; and
- Confidential documents or correspondence distributed to Board / Committee Members.

Documents that have access restricted to Board / Committee Members shall be kept in locked files in the AAPS office. Board / Committee Members shall ensure that files related to their Association service, which are kept in their homes and/or university office, are stored in a secure fashion (such as in a locked desk or file cabinet). At the termination of service on the Board or on a committee, each outgoing member shall return all documents in her/his possession, related to Association service, to the AAPS office, where the official archival records of the Association shall be located for future reference. Files related to a grievance matter shall be kept in the AAPS office for a 7-year period. Access to these grievance records shall be determined by the AAPS President and/or Executive Director, and normally shall be restricted to AAPS staff involved in the conduct of ongoing grievance representation.

As a general principal, restricted access documents will not be removed from the AAPS office, unless required for the conduct of normal business.

Making a Request:

To obtain access the individual must make a written request to the Privacy Officer that provides sufficient detail to enable the Association, with a reasonable effort, to identify the individual and the personal information being sought.

Written requests must contain the following information:

- Full contact information of the applicant/s;
- Declaration if this request is being made on behalf of another person;
- If yes and the request concerns personal information, an attached signed letter of authorization, or other proof of authority to act, including identification must be included; and
- Details of the requested information.

Access to and release of information will conform to Part 7 of the Personal Information Protection Act of BC (PIPA) and/or Section 95 of the Societies Act as it applies. It should be noted that some information may not be disclosed. For example, the Association may refuse to disclose information that is subject to solicitor client privilege or any other information AAPS is advised to retain in good faith by legal council.