

	<p>Policy No.:</p> <p style="text-align: center;">1</p>	<p>Approval Date: May 4, 2011</p> <p>Created: September 14, 2000</p> <p>Last Reviewed: April 4, 2011</p>
<p>Title:</p> <p style="text-align: center;">Privacy Policy</p>		
<p>Preamble:</p> <p>The AAPS Privacy Policy formalizes our current practice of protecting the confidentiality of information we collect about our members, without creating unreasonable impediments to doing the Association’s normal business. The Societies Act of BC requires AAPS to keep “the full name and resident address” of AAPS members, and AAPS business requires us to record job-related information. The Association is an organization as defined within the meaning of the Personal Information Protection Act of BC (PIPA) and is subject to the provisions of the Act in the collection, usage, storage, and disclosure of information.</p>		

Accountability:

The Association is responsible for maintaining and protecting the personal information under its control. The Executive Director is the Privacy Officer for AAPS and the Senior Member Services Officer is the alternate in his/her absence.

Identifying Purposes:

The Association provides services to its members and represents them in all aspects of their relationship with their employer, UBC. Examples as to how the Association collects, uses, and discloses personal information includes, and is not limited to:

- Administering the Association, such as requiring records of membership;
- Communicating with members, such as providing information and responding to inquiries;
- Investigating and resolving member issues, concerns, and/or grievances;
- Collecting and managing dues;
- Providing information about its membership for the purposes of research and representation in terms of negotiations and policy decisions;
- Providing information about its membership for the purposes of the Annual Report and general meetings; and
- Conducting surveys of member preferences, needs, or interests.

The Association shall identify the purposes for which it is collecting personal information before information is collected.

If the Association wishes to use an individual's personal information for a purpose not contemplated at the time of collection, the individual's consent will be sought in advance.

Consent:

Individuals shall be informed and their consent obtained for the collection, use and disclosure of their personal information, except where otherwise required or permitted by law. When it is appropriate, the written consent of the individual shall be obtained (i.e. by mail, email or fax). Sometimes, an individual's consent may be obtained verbally or implied through their conduct with the Association.

As well, the Association may periodically request written confirmation from an individual that the information collected and maintained by the Association is up to date and accurate. The Association, at its option, may also ensure that it has continuing consent to use and retain personal information.

The Association will disclose personal information, without notice and without consent, only if required to do so by law or in the good faith belief that such action is necessary to:

- Cooperate with regulatory bodies and law enforcement officials to conform to obligations imposed by law or statute;
- Meet an emergency need; or
- Conduct an investigation.

Limiting Collection:

The Association shall only collect the personal information that is required to meet the purposes identified by the Association. The Association is committed to collecting personal information in a fair, open and lawful manner. For this reason, the Association does not indiscriminately collect personal information.

Members provide a significant amount of personal information to the Association through emails, correspondence, telephone or attendance at the Association's office or at meetings. If members file grievances or consult the Association for assistance, the Association collects personal information.

Limiting Use, Disclosure and Retention:

The Association does not use personal information for purposes other than those for which it was originally collected, unless it has first obtained the consent of the person from whom such information was received. The Association retains personal information only for as long as it is needed and only for the fulfillment of the purposes for which it was originally collected.

Accuracy:

Every reasonable effort will be made to ensure that personal information is accurate, complete and up-to-date to fulfill the purpose for which it was collected.

Storage and Safeguarding of Personal Information:

The Association stores personal information in a number of forms and venues. The Association is committed to safeguarding such information whether it is in written, electronic or other format.

Personal information is stored in a number of locations:

- AAPS office;
- In the possession of AAPS staff, Board and Committee members;
- On University of British Columbia servers; and
- Off site storage facilities rented by the Association.

The Association's security safeguards include:

- Premises security;
- Locked file cabinets;
- Restricted access to files containing personal information;
- Technological safeguards such as security software and firewalls to prevent hacking or unauthorized computer access;
- Internal passwords and security policies to control access to the Association's network and software; and
- Policy prohibitions against unauthorized use or disclosure.

If the Association uses the services of any third parties to process personal information, the Association will enter into legal agreements that require them to protect this personal information in a manner acceptable to the Association. In entering into these legal agreements, the Association does not transfer any interest in this personal information to them. Rather, the purpose of these legal agreements is to ensure that the personal information delivered to third parties is maintained at a level of security equal to that provided by the Association under this Policy.

The Association also ensures that any of its AAPS staff and volunteers who deal with personal information are properly trained and are aware of the necessary and appropriate measures required to protect personal information. AAPS staff, Board, and Committee members sign confidentiality statements to this effect.

The Association's website may contain links to other sites. The Association is not responsible for the privacy practices or the content of such websites and encourages users to read the privacy statements of any such sites.

Access:

For an individual to obtain access to his/her personal information or to request a correction of his/her personal information, 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 or correction being sought.

For further details regarding access to AAPS files and documents, please refer to the respective policy.