



# POLICIES AND GUIDELINES

## PRIVACY POLICY

### POLICY:

**COPE Local 397** collects certain personal information in order to:

- Maintain a Register of Members;
- Collect and manage union dues;
- Assist **COPE Local 397** in representing members with respect to employment under collective agreements and organizing drives;
- Establish and maintain communication with members and respond to their inquiries.

COPE Local 397 may disclose relevant personal information for the purpose of representing our members. We may also share a member's information for the purpose of conducting our duties as a Trade Union **and employer**.

COPE Local 397 does not sell membership lists. Except as noted above, or where authorized by law, COPE Local 397 does not collect, use or disclose your personal information without your consent.

**COPE Local 397** will make reasonable security arrangements to protect personal information in its custody and control. **COPE Local 397** has installed reasonable security safeguards to prevent unauthorized access on its computer system. Access to personal information is limited to select employees and/or members who require access to the information in the performance of their job function or assigned duties.

Members of **COPE Local 397** may request access to the personal information that they have provided and may request corrections or changes to personal information.

In the event of a discrepancy, legislation shall prevail.

### PURPOSE:

To guide the practices concerning the collection, use, disclosure and protection of personal identifiable information to meet the requirements under the pertinent privacy legislation for the provincial or territorial jurisdiction.

Personal information collected is used and retained in the course of conducting our duties as a Trade Union **and employer**.

### PROCEDURES:

Any questions regarding privacy matters may be addressed to the COPE Local 397 Privacy Officer. The duties of the COPE Local 397 Privacy Officer are assigned to the 2<sup>nd</sup> Vice-President.

**Revised: September 2015, March 2014, April 2013**

Original: May 2008

