

# BC Retired Principals' & Vice Principals' Association

(BCRP&VPA)

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## **BCRPVPA Privacy Policy**

The BC Retired Principals' and Vice-Principals' Association respects and upholds an individual's right to privacy and to protection of his/her personal information. The BC Retired Principals' and Vice-Principals' Association is committed to ensuring compliance with applicable privacy legislation. This document sets out the policy of the BC Retired Principals' and Vice-Principals' Association with respect to members (which includes retired members), potential members.

### **Definitions:**

Personal information for the purposes of this policy means information about an individual. It does not include aggregate information, which cannot be associated with a specific individual, but it does include the name, title, address, e-mail address, telephone number of an individual. It also includes that information that allows communication with pension services.

"BCRPVPA" for the purposes of this policy means the BC Retired Principals' and Vice-Principals' Association. "Third party" for the purposes of this policy is an individual or an organization other than BCRPVPA.

### ***Our Responsibilities***

#### **1. Accountability**

BCRPVPA is accountable for the personal information in its possession or control, including information that has been transferred to a third party for processing. Individuals within BCRPVPA may be delegated to take responsibility for the day-to-day collection and processing of personal information.

#### **2. Purposes for Collection, Use & Disclosure**

BCRPVPA collects and uses personal information about its members and potential members for the following purposes:

- To determine eligibility for membership
- To provide information on membership benefits and to otherwise communicate with potential members and members
- To provide membership services
- To process payment for our services
- To comply with legal and regulatory requirements

#### **3. Consent**

Unless we hear otherwise from you, your use of BCRPVPA's services constitutes consent for us to collect, use, and disclose personal information for the purposes stated in this Policy.

You may refuse or withdraw your consent by contacting a member of the BCRPVPA's executive. We will explain your options and any consequences of refusing or withdrawing consent.

#### **4. Limiting Collection**

We collect personal information only for the purposes identified above.

**5. Limiting Use, Disclosure, and Retention**

We do not use or disclose personal information for any purpose other than those for which it was collected, except as required by law, or with consent.

**6. Accuracy**

BCRPVPA will make all reasonable efforts to ensure that personal information is as accurate, complete, and current as required for the purposes for which it was collected. In some cases, BCRPVPA relies on the individual to ensure that certain information, such as contact information, is current, complete, and accurate.

**7. Safeguards**

BCRPVPA will make all reasonable efforts to ensure that personal information is protected against such risks as loss, theft, unauthorized access, disclosure, copying, use, modification, or destruction.

**8. Individual Access**

Individuals have the right to request access their personal information under the control of BCRPVPA. They will be assisted with their access requests. Access requests should be made, in writing, to the BCRPVPA Executive, c/o 200 – 525 West 10<sup>th</sup> Avenue, Vancouver, BC, V5Z 1K9.

**9. Openness Concerning Policies and Practices**

BCRPVPA will make available specific information about its policies and practices regarding the management of personal information. To contact us to obtain further information regarding our policies and practices, please refer to section 12 below

**10. Website**

The BCRPVPA website is currently accessed through the BCPVPA's website

When you visit our web site at [www.bcpvpa.bc.ca](http://www.bcpvpa.bc.ca) without registering or otherwise interacting with the site, your personal information and e-mail address are not recorded. However, in order to meet your needs as best as we can, some of our forms may require you to enter personal information.

**11. Revisions To This Privacy Policy**

The development of BCRPVPA's policies and procedures for the protection of personal information is an ongoing process. Due to changes in technology and legal requirements we may revise this Policy from time to time. Please ensure that you refer to the current version of the BCRPVPA's Privacy Policy.

**12. Concerns or Questions Regarding BCRPVPA's Privacy Procedures**

An individual may direct their general questions regarding privacy at BCRPVPA, as well as any questions or concerns regarding the policy to any member of the Executive

BCRPVPA will investigate any complaints received in writing. BCRPVPA will take appropriate measures to resolve the complaint including, if necessary, amending its policies and procedures. An individual will be informed, of the outcomes of the investigation regarding his or her complaint.

For general questions regarding privacy regulations or for a copy of the Personal Information Protection Act contact the Office of the Information and Privacy Commissioner of British Columbia at PO Box 9038, Stn. Prov. Govt., Victoria, B.C. V8W 9A4, or online at [www.oipcbc.org](http://www.oipcbc.org).