

# Privacy Policy

## **Teamsters Union, Local 155**

"Personal Information" is any information about an identifiable individual, with few exceptions.

The *Personal Information Protection Act* ("the Act") regulates the way private sector organizations within British Columbia collect, use, keep, secure and disclose personal information.

Teamsters Union, Local 155 ("Local 155") respects individual privacy and recognizes the particular sensitivity of personal information.

Local 155 recognizes our obligations concerning the protection of personal information of our members, employees and officers. This policy has been developed with those obligations in mind.

### **I. PURPOSES FOR THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION**

#### Membership Personal Information

Local 155 collects, uses and discloses members' personal information for the purposes of:

- a) verifying a member's union membership;
- b) determining a member's eligibility for benefits;
- c) providing representational services on behalf of Local 155 members;
- d) communicating with members about the activities of Local 155 or its affiliates;
- e) arranging for a member's dispatch to jobs;
- f) communicating with Employers regarding a member's suitability for a job;
- g) communicating with Employers regarding a member's job performance;
- h) making payments to a member, as required;

- i) verifying proper deduction and payment of a member's dues;
- j) determining, compiling and analyzing statistical data;
- k) pursuing collective bargaining objectives;
- l) representing a member in grievance proceedings;
- m) advancing Local 155's position before the British Columbia labour Relations Board or any other court or tribunal as the case may be;
- n) conducting an organizing drive;
- o) liaising with International Brotherhood of Teamsters ("IBT International) with respect to collective bargaining or trade union matters;
- p) administering the IBT International Constitution and Local 155's Dispatch Rules and By-Laws; and
- q) administering the remittance by Employers of monies on behalf of Local 155's members made pursuant to Local 155's Collective Agreements.

#### Officer Personal Information

Local 155 collects, uses and discloses the personal information of individuals who run for election to office or are appointed to office for the purposes of:

- a) administering the electoral or appointment process associated with the individual's position; and
- b) establishing, managing or terminating the relationship between Local 155 and the individual officer.

#### Employee Personal Information

Local 155 collects, uses and discloses the personal information of its employees for no other purpose other than to establish, manage terminate an employment relationship.

Local 155 hereby notifies its employees that Local 155 will be collecting, using and disclosing employee personal information for the following specific purposes:

- a) payroll/T4 preparation;
- b) enrollment, identification and maintenance of pension, MSP, extended health, dental, LTD, ADD & life insurance benefits for employees and their dependents;
- c) enrollment and remittance of dues and maintenance of seniority;
- d) advancing WCB claims;
- e) advancing LTD claims;
- f) for contact purposes;
- g) reimbursement of expenses;
- h) enabling representation of an employee by his/her bargaining agent; and
- i) enabling the administration of employee pension and/or benefit plans.

It is Local 155's policy to collect, use and disclose personal information about individuals other than our members, officers and employees in accordance with the provisions of the *Personal Information Protection Act*.

## **II. DISCLOSURE OF PERSONAL INFORMATION**

Where required for the purposes enumerated above, Local 155 will disclose personal information to third parties, including, but not limited to associated Health and Welfare and Pension Plans, the Teamsters, Joint Council 36, the IBT International office, affiliated labour organizations and technical and/or professional service providers.

### **III. CONSENT TO THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION**

The *Personal Information Protection Act* deems that an individual has consented to our collection, use or disclosure of personal information about that individual if, at the time the consent is deemed to be given, the purpose would be considered obvious to a reasonable person. In such circumstances, we will collect, use or disclose personal information without obtaining a written or verbal consent to do so.

The *Personal Information Protection Act* also permits us to collect, use or disclose personal information about an individual in some circumstances without the individual's consent. Those include (but are not limited to) circumstances in which:

- a) the collection, use or disclosure is clearly in the interests of the individual and consent cannot be obtained in a timely way;
- b) it is reasonable to expect that the collection, use or disclosure of personal information with the consent of the individual would compromise the availability or accuracy of the information, and the collection, use or disclosure of the information is necessary for an investigation or proceeding;
- c) the personal information is available to the public from a prescribed source; or
- d) the collection, use or disclosure of personal information is required or authorized by law.

### **IV. WITHDRAWAL OF CONSENT**

Where applicable, individuals may withdraw consent to the collection, use or disclosure of their personal information by contacting Local 155's Privacy Officer at the address provided below.

### **V. SECURITY OF PERSONAL INFORMATION**

Local 155 recognizes our obligations to securely store the personal information we hold on record. We have therefore made arrangements to secure against the unauthorized access, collection, use, disclosure, copying, modification, disposal or destruction of personal information.

## **VI. REQUESTS FOR ACCESS TO PERSONAL INFORMATION**

The *Personal Information Protection Act* permits individuals to submit written requests to us to provide them with:

- a) their personal information under our custody or control;
- b) information about how their personal information under our control has been and is being used by us;
- c) the names of the individuals and organizations to whom their personal information under our control has been disclosed by us.

Local 155 will respond to any such requests in the time allowed by the *Act* and will make a reasonable effort to assist applicants and to respond as accurately and completely as reasonably possible. Any such requests may be subject to any fees and disbursements the law permits us to charge.

An individual's ability to access his or her personal information under our control is not absolute. The *Act* provides that we must not disclose personal information when:

- a) the disclosure could reasonably be expected to threaten the safety or physical or mental health of an individual other than the individual who made the request;
- b) the disclosure can reasonably be expected to cause immediate or grave harm to the safety or to the physical or mental health of the individual who made the request;
- c) the disclosure would reveal personal information about another individual;
- d) the disclosure would reveal the identity of an individual who has provided personal information about another individual and the individual providing the personal information does not consent to disclosure of his or her identity.

The *Act* further provides that we are not required to disclose personal information when:

- a) the personal information is protected by solicitor-client privilege;

- b) the disclosure of the personal information would reveal confidential commercial information that, if disclosed, could, in the opinion of a reasonable person, harm the competitive position of an organization;
- c) the personal information was collected without consent for the purposes of an investigation, and the investigation and associated proceedings and appeals have not been completed;
- d) the personal information was collected or created by a mediator or arbitrator in the conduct of a mediation or arbitration for which he or she was appointed to act:
  - (i) under a collective agreement,
  - (ii) under an enactment, or
  - (iii) by a court.

## **VII. ACCURACY OF PERSONAL INFORMATION**

When we collect, use or disclose personal information, we will make reasonable efforts to ensure that it is accurate and complete.

The law permits individuals to submit written requests to us to correct errors or omissions in their personal information that is in our custody or control. We encourage individuals to report to Local 155's Privacy Officer any discrepancies or inaccuracies in personal information held by Local 155 and, in such, case, we will:

- a) correct the information in question and, if reasonable to do so, send correction notifications to any other organizations to whom we have disclosed the incorrect information; or
- b) decide not to correct the personal information, but annotate the personal information that a correction was requested but not made.

## **VIII. COMPLAINT PROCEDURE**

Any complaint relating to Local 155's handling of personal information should be forwarded to the attention of Local 155's Privacy Officer whose address appears below.

The complaint shall be reviewed and considered by the Privacy Officer in reference to the terms of this Privacy Policy and applicable law.

Within 21 days of receiving the complaint, a representative of Local 155 shall respond in writing to the complaining party advising of Local 155's position regarding the matters complained of.

If, in the opinion of the Privacy Officer, the complaint is justified, we will take the necessary steps to resolve the issue.

#### **IX. CONTACTING OR COMMUNICATING WITH US**

Local 155 has appointed a Privacy Officer to assist you with any questions about this Privacy Policy or the handling of your personal information. Our Privacy Officer is also available to respond to any requests you may have with respect to access to, or correction of, your personal information under our care and control. Please feel free to contact our Privacy Officer, Bruce Scott, at:

Teamsters Union Local No. 155  
490 East Broadway  
Vancouver, B.C. V5T 1X3  
Phone #: 604-876-8898  
Fax #: 604-873-1595

#### **X. CHANGES TO THIS POLICY**

This Privacy Policy may change to accommodate changes at Local 155, technology and legal developments. Local 155 may add, change, or remove portions of this Privacy Policy where appropriate to reflect those changes or developments. Whenever we update this Policy, we will change the date on the Policy to indicate when the changes were made. Local 155 shall at all times maintain online at [www.teamsters155.org](http://www.teamsters155.org) an updated version of this Privacy Policy for all to access.