

POLICY
Personal Information and Protection of Privacy
May 2004

BCIT Foundation
BCIT Alumni Association

Approval Date: May 13, 2004

1. Purpose

As a matter of policy, the BCIT Foundation / BCIT Alumni Association is committed to protecting the privacy and confidentiality of constituents' personal information. The BCIT Foundation / BCIT Alumni Association complies with the B.C. Personal Information Protection Act ("PIPA") and all applicable federal and provincial statutes. We believe, however, that ensuring the accuracy, confidentiality, and security of the information we hold about constituents is more than a legal requirement, it is an ethical obligation.

2. Scope

This code applies to BCIT Foundation / BCIT Alumni Association records. Alumni records under the control of BCIT are protected under the B.C. Freedom of Information and Protection of Privacy Act. This code outlines the principles and commitments we make to our constituents, to protect the privacy of their information.

This code does not apply to the information collected, used or disclosed with respect to corporate or commercial entities. However, the BCIT Foundation / BCIT Alumni Association exercises the same care and diligence in protecting the confidentiality of this information.

3. Definition of Personal Information

Personal Information means recorded information about an identifiable individual. Examples of personal information include: name, address, telephone number, race, birthdate, political or religious beliefs, marital or family status, and any identifying number or symbol assigned to an individual such as a unique identification number. Personal information also includes an individual's personal history regarding finances, education, health, criminal records, and employment. The Act also extends to include anyone else's opinion about the individual. This definition of personal information is not exhaustive.

Business contact information, such as a staff member's or constituent's position title, work address, work contact numbers and e-mail addresses are not considered to be personal information under PIPA.

3. Policy

The BCIT Foundation / BCIT Alumni Association create, store, and protect records containing personal information in accordance with PIPA. Staff and volunteers of the BCIT Foundation, the BCIT Alumni Association, and BCIT exchange personal information subject to applicable laws to fulfill operational requirements. Disclosure of personal information to persons or organizations outside of BCIT, the BCIT Foundation and BCIT Alumni Association is prohibited without express consent of constituents.

The BCIT Foundation / BCIT Alumni Association does not sell donor/member lists or personal information to third parties. If an outside body is employed to conduct research or provide other services on behalf of the BCIT Foundation / BCIT Alumni Association that require access to member information, we will ensure that appropriate security undertakings, such as confidentiality clauses in contractual arrangements, are used to protect the transfer, use and disposal of personal information.

The BCIT Foundation / BCIT Alumni Association privacy practices fall into ten principles of privacy protection. The BCIT Foundation / BCIT Alumni Association:

1. Have an accountability structure to ensure the protection of personal information that is under the custody of the BCIT Foundation / BCIT Alumni Association;
2. Identify the purposes for which personal information is needed, used, and disclosed;
3. Obtain the informed consent of individuals in the collection, use, and disclosure of personal information;
4. Limit the collection to only that personal information necessary to fulfill the identified purposes;
5. Use, disclose, and retain the personal information according to the purposes for which it is collected and retain the information only for as long as it is necessary to fulfill the purposes, or is required by law;
6. Ensure that the personal information is accurate and complete and allow for corrections of the personal information;
7. Use appropriate security arrangements to protect the personal information in their custody from unauthorized access, regardless of format;
8. Make available to constituents the policies and procedures concerning privacy protection;
9. Provide individuals with a right to access their own personal information and explain how that information is used and by whom;
10. Have developed and implemented an accessible procedure to handle complaints concerning the protection of personal information.

4. Responsibilities

The BCIT Foundation / BCIT Alumni Association Privacy Officer is the BCIT Manager, Records Management, FOIPOP, and Copyright.

The Executive Director, BCIT Foundation and Alumni Association, is the person responsible for ensuring that the privacy practices are implemented in accordance with PIPA and this policy.

All employees and volunteers of the BCIT Foundation / BCIT Alumni Association and those employees of BCIT who have custody of and maintain BCIT Foundation / BCIT Alumni Association records must have a sufficient level of awareness about PIPA and the protection of personal information. Staff and volunteers are required to send to the Privacy Officer any complaints about privacy immediately upon receipt of the complaint.

5. Guidelines for Protection of Personal Information

BCIT, the BCIT Foundation / BCIT Alumni Association staff and volunteers must provide adequate security of records containing personal information to prevent unauthorized access, collection, use, disclosure, or improper disposal of personal information by implementing reasonable precautions to:

- store paper files containing personal information in secure locations with restricted access;
- use security measures, such as individual user Ids and regularly-changed passwords, for electronic information systems;
- ensure personal information is received only by its intended recipient during transmittal by electronic or other means;
- destroy records containing personal information using confidential destruction methods;
- avoid transmittal of personal information via facsimile unless absolutely necessary; and,
- ensure records containing personal information reach their intended destination intact and without unauthorized access or disclosure during the transfer of records to semi-active storage or disposition.

6. Privacy Officer Contact Information

For information regarding specific privacy practices and procedures of the BCIT Foundation / BCIT Alumni Association, please contact:

BCIT Foundation / BCIT Alumni Association
3700 Willingdon Avenue
Burnaby, BC V5G 3H2
Attention: BCIT Manager, Records Management, FOIPOP, and Copyright