UWSA Privacy Policy

Selected from the UWSA Policy Manual

Article IX. Privacy Policy

Section 9.01 UWSA Privacy Policy

Preamble

The UWSA has implemented a Privacy Policy to comply with the *Personal Information Protection & Electronic Documents Act* (PIPEDA). The UWSA is committed to respecting the privacy of personal information and is committed to protecting personal information obtained in the course of providing services and the operation of the Association. This policy outlines the process by which the UWSA will protect the privacy of personal information, and specifically, how such information is collected, used and disclosed.

For the purposes of this policy, a "Member" includes all student members of the University of Winnipeg Students' Association (the "UWSA").

For the purposes of this policy, a "Patron" includes all parents, guardians, children, students or other members of the public who currently use, or have used, the services provided by the UWSA.

For the purposes of this policy, a "Volunteer" includes all individuals providing work or service to the UWSA without consideration.

Policy Statement

Why We Collect Information and How We Use It

The UWSA routinely collects personal information about Members, Volunteers, and Patrons as required by law or for legitimate business and service provision purposes including but not limited to UWSA administration, management purposes and the performance of services for Members, Volunteers and/or Patrons on behalf of the UWSA. These purposes include, but are not limited to, the UWSA Health Plan, the U-Pass, the UWSA Food Bank, the UWSA Bike Lab, the UWSA Daycare, UWSA Events and Communications, and UWSA Student Advocacy and Appeals.

Types of Information We Collect

The typical information the UWSA may collect includes:

- Information provided by Members, Volunteer, and/or Patrons on application(s), registration(s), mailing address, e-mail address and phone number(s), course registration status, academic history, banking information, and emergency contact(s).

- Medical, health or disability related information provided by members, volunteers or patrons and/or their health care providers for accommodation, benefits, insurance, advocacy, child care related or other legitimate purposes.
- Photographs or video of Patrons, Members or Volunteers.

Limiting Collection and Sources of Information
The UWSA will limit the collection and use of personal information to that which is necessary for the purposes we have identified to you (or as allowed by law), including without limitation, the purposes identified above, using means which are fair and lawful.

Safeguarding Information
The UWSA uses reasonable measures to protect personal information against loss or theft, unauthorized access, disclosure, copying, use, or modification with security safeguards appropriate to the sensitivity of the information. Our safeguards vary depending on the information's sensitivity, amount, distribution and format of the information and the method of storage.

The UWSA will permit only authorized employees and contractors, who are trained in the proper handling of personal information, to have access to your personal information. Employees and contractors who violate our Privacy Policy will be subject to our disciplinary process.

The UWSA is responsible for all personal information in our control. Although we cannot take responsibility for any theft, misuse, unauthorized disclosure, loss, alteration or destruction of data by a third party, we take reasonable precautions to prevent such unfortunate occurrences.

When We Share or Disclose Your Information
The UWSA will generally disclose personal information only as required by law or for legitimate business purposes including staff administration, management purposes and the performance of services.

However, in certain circumstances we may share information we have collected, including personal information. For example, we may preserve, use, or disclose your personal information if we believe that it is reasonably necessary to comply with a law, regulation, legal process, or governmental request; to protect the safety of any person; to protect the safety or integrity of our service; to address fraud, security, or technical issues; or to protect our rights or property or the rights or property of those who use our service. However, nothing in this Privacy Policy is intended to limit any legal defenses or objections that you may have to a third party's, including a government's, request to disclose your personal data.

Consent

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In the event the UWSA plans to use and/or disclose personal information for purposes that are beyond those identified in this policy it will obtain consent for such use or disclosure.

Retention Policies

The UWSA retains personal information only as long as it is required for the purpose it was collected, or as required by law, or for legal reasons. The length of time personal information is retained varies depending on the purpose for which the information was collected. This period may extend beyond the end of your relationship with us but only for so long as it is legally necessary for us to have sufficient information to respond to any issue that may arise at a later date. When your information is no longer needed for the purposes it has been collected we will destroy, delete, erase or convert your information to an anonymous form.

Accuracy

The UWSA endeavors to keep all personal information that we have in our possession or control as accurate, complete and up-to-date as necessary for the purposes for which it is used. We will update personal information only if it is necessary for the purposes for which it was collected and if the information is used on an ongoing basis. We also rely on our Patrons, Members and Volunteers to keep certain personal information accurate, complete, and current, such as a change in address or phone number.

Despite our efforts, errors sometimes do occur. Should an individual identify that we hold incorrect or out-of-date personal information about them, we will endeavor to make the proper changes if necessary. Where appropriate and applicable, we will communicate these changes to other parties who may have unintentionally received incorrect personal information from us.

Individual Access

Upon written request, the UWSA will inform individuals of the existence, use, and disclosure of their personal information and will afford access to it. Individuals are entitled to challenge the accuracy and completeness of the information and have it amended as appropriate.

In certain situations, we may not be able to provide access to all the personal information we hold about an individual. For example, where the information would reveal personal information about a third party; is subject to legal privilege; contains other confidential information which would be revealed; is information that was generated in the course of a formal dispute resolution process; relates to an investigation of a breach of agreement or contravention of laws; cannot be disclosed for other legal or security reasons; or is prohibitively costly to provide.

Challenging Compliance

Any individual may challenge UWSA compliance with privacy laws. To initiate a challenge, an individual may begin by contacting our Privacy Officer. The Privacy Officer will investigate and

respond to the challenge. If the Privacy Officer finds such a challenge is justified, they will take appropriate measures, including changing our policies or procedures, to ensure that others will not experience the same problem.

You may contact our Privacy Officer at the address below if you have any questions, concerns or complaints concerning your personal information, or about our policies and practises relating to the management of personal information. To obtain certain information that we have, you must specify the information you are interested in. If you believe any of our information is incorrect, we'll investigate it and correct it as required.

All privacy related requests must be made to The UWSA Privacy Officer:

Name: Priyanka Kumar - Executive Director (ED)
Address: OR30 – 515 Portage Ave, Winnipeg MB R3B 2E9
Email: ed@theuwsa.ca

When you write, please be sure to tell us your:

- Name
- Address
- Phone number (where you can be reached during business hours)
- The best time of day for us to call you
- If you are requesting information, specify the information you are seeking