

# **University of Prince Edward Island Faculty Association**

## **PERSONAL INFORMATION and PRIVACY POLICY**

### **1. Purpose**

To provide for the protection and privacy of personal information held by the University of Prince Edward Island Faculty Association.

### **2. Scope**

This Policy applies to all personal information held by the University of Prince Edward Island Faculty Association.

### **3. Responsibility**

The development and maintenance of this policy is the responsibility of the Executive Committee of the University of Prince Edward Island Faculty Association.

### **4. Policy**

#### **4.1 Definitions**

##### **4.1.1 Personal Information**

“Personal information” means recorded information (whether in manuscript, printed, electronic, or other form) about an identifiable individual, such as name; home address and telephone number(s); alternate email address; age; gender; marital or family status; employee number; income; or other information of a personal nature about an individual which is acquired by the Association through its business with an individual or its business with the Employer on behalf of an individual.

Personal information does not include the name, title, business address, or business telephone number of a Member when used in a job-related context.

#### **4.2 Guiding Principles**

##### **4.2.1 Accountability**

The University of Prince Edward Island Faculty Association is responsible for personal information in its possession or custody.

##### **4.2.2 Identifying Purposes**

The Association will identify the purposes for which personal information is collected, at or before the time the information is collected.

##### **4.2.3 Limiting Collection**

The collection of personal information shall be limited to that which is necessary for the proper administration of the University of Prince Edward Island Faculty Association.

#### **4.2.4 Limiting Use, Disclosure, Informed Consent, and Retention**

Personal information will not be used or disclosed for purposes other than those for which it was collected, except with the knowledge and consent of the individual or as required by law. Personal information will be stored in confidence and accessed only by authorized UPEIFA employees and officers.

#### **4.2.5 Accuracy**

Personal information will be as accurate, complete, and up-to-date as is necessary for the purposes for which it is used by the Association. An individual's personal information will be updated as necessary to fulfill the specified purposes for which it was collected.

#### **4.2.6 Safeguards**

The Association will safeguard personal information from unauthorized access, disclosure, copying, use, or modification, regardless of the format in which it is held, by employing various methods of protection appropriate to the sensitivity of the information.

The methods of protection will include, but not be limited to: physical measures (such as locked filing cabinets and restricted access to files and offices); technological measures (such as passwords); and organizational controls (such as limiting access on a "need-to-know" basis).

#### **4.3 Policy Awareness**

The current version of this Policy shall be accessible on the University of Prince Edward Island Faculty Association website.

#### **4.4 Requests for Information**

Requests for information about this Policy, and requests for access to one's own information under this Policy, may be submitted to the President of the Association.

#### **5. Review**

This Policy shall be reviewed every three years and updated as required. The review shall be initiated by the President of the Association.

*This Policy was approved by the Executive Committee of the University of Prince Edward Island Faculty Association on January 27, 2006.*