

PRIVACY POLICY

INTERNATIONAL UNION of OPERATING ENGINEERS, LOCAL 963

The International Union of Operating Engineers, Local 963 (hereafter called the "Local Union") respects the privacy of its members and is committed to adopting reasonable standards to protect the privacy of the personal information gathered and retained in the course of union administration.

This Privacy Policy explains what information we collect and how that information is used. In addition, this Privacy Policy explains how we protect the security and confidentiality of this information as well as how information can be reviewed and amended.

Collection of Information

Employers provide the Local Union with personal information upon hiring and this information is used in order to,

- administer to the collective agreement(s) including, but not limited to, providing representation regarding grievances, arbitrations and hearings;
- communicate workplace and other issues to members;
- inform members of benefits and opportunities that are available;
- maintain accurate membership data and other required information with the International Union;
- fulfill any other necessary trade union function consistent with any legal requirements, the IUOE Constitution, Local Union Bylaws and/or authorized orders from any source.

Confidentiality of Information

We do not disclose any personal information of members to anyone except for purposes as referenced above (see "Collection of Information" above) and is used and/or disclosed to fulfill the purposes for which it was originally collected. No personal information of members is sold or traded. When applicable, accidental insurance coverage, offered at no cost to the member through a private carrier, requires the member's individual consent in order for personal information to be used by the insurer.

Safeguards in place to protect your privacy

Members' personal information is stored in locked storage at the security-alarmed union office. Personal information will only be used by authorized staff to fulfill the purposes as referenced above (see "Collection of Information" above).

How does a member review their personal information?

Requests to review information held by the Local Union can be accessed by making a written request to the Local Union's Privacy Officer (contact information below).

Every reasonable effort will be made to respond to the specific request within 30 days and may include:

- an appointment with the Privacy Officer and member to review the personal information held by the Local Union, or
- if the request can be addressed without the need for an appointment,

the Local Union Privacy Officer will respond to the member with the steps, if any, taken to address the complaint which may include severing from the record information that is not required for legitimate trade union purposes. In the event the 30 day timeline cannot be met the member will be advised and provided with an estimated response time.

Requests for a review of member's personal information

All requests to review a member's personal information held by the Local Union are to be addressed to:

**Privacy Officer, IUOE Local 963
Attn. Tim De Vivo
707 Durward Ave. Vancouver, BC
V5V 2Y9**