

Personal information protection

Purpose of the policy

To protect the dignity of members and the security of personal information the co-op may gather on individuals, in compliance with the *Personal Information Protection Act* (PIPA) and its principles.

Definition

“**Personal information**” under PIPA means information about an identifiable individual. It includes employee personal information but does not include work contact information or work product information.

Policy

1. The board will appoint a minimum of two personal information protection officers (PIP officer).
2. The board will:
 - provide the PIP officers with a job description outlining duties in relation to PIPA and its principles
 - ensure the PIP officers receive appropriate training
 - ensure the PIP officers fulfill their duties, and
 - co-operate fully with the PIP officers in the performance of the officers’ duties and in implementation of the policy.
3. The co-op shall only collect the personal information that it requires to ensure sound management of the co-op and to fulfil its obligations to its members, its contractual obligations, and any legal requirements.
4. The co-op shall use and share personal information as provided for in PIPA.



5. The co-op will store documents that contain personal information securely to prevent unauthorized use. The co-op will destroy personal information when the co-op no longer needs it.
6. Individuals will, on written request, have access to any personal information that the co-op has about them. The co-op will provide the information within 30 days, except where to do so would be in violation of PIPA. The co-op will add members' letters to clarify perceived errors in personal information that the individual brings to its attention.
7. All directors and management staff will sign a confidentiality agreement. Any designated members who have access to personal information or co-op confidential information will also sign the agreement.
8. Discussion that will result in sensitive personal information appearing in the minutes will be held *in camera*. Minutes of the *in camera* portion of meetings will be kept separate from the regular minutes and stored securely to prevent unauthorized use.

Adapted from *Protecting Personal Information: A Housing Co-op's Guide to the PIPED Act*, Co-op Housing Bookstore.

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