



PERSONAL INFORMATION PROTECTION POLICY

POLICY:

The policy of the BCMEA is to protect the Personal Information of longshore employees and foremen under BCMEA control. The BCMEA recognizes that effective systems to protect Personal Information are essential to safeguarding the interests of their members, employees and other individuals or 3rd party entities who share such information with the BCMEA.

The BCMEA manages Personal Information holdings with which they are entrusted in a responsible and business-like manner and in accordance with the purpose for which the Personal Information was collected. The BCMEA controls the collection and quality of Personal Information; maintains up-to-date inventories of Personal Information and protects Personal Information from unauthorized use, disclosure, retention and disposal pursuant to the Act.

The BCMEA may also from time to time receive Personal Information from others, including from a Direct Employer. Where Personal Information is received from others, the BCMEA undertakes to ensure that such Personal Information is used or disclosed only for the purposes for which it was originally collected.

DEFINITIONS:

Personal Information means any information about an identifiable individual, including without limitation an individual's name, address, contact information, age, gender, marital status, financial information, birth date and Social Insurance Number.

Contact Information means the name, title or business address or telephone number of an employee of the organization.

BACKGROUND:

In terms of the longshore industry, a unique relationship amongst the BCMEA, the Direct Employers, WEBC (Waterfront Employers of BC) and 3rd party providers exists. Specifically, it is as follows:

- The BCMEA, each Direct Employer and WEBC are all separate legal entities.
- The Direct Employers are members of the BCMEA.
- The BCMEA provides payroll services in respect of the Waterfront Industry payroll
- The BCMEA is an Association of waterfront employers whose primary purposes are the negotiation and administration of the industry's Collective Agreement with the ILWU-Canada, and the overseeing and coordination of both the industry's training requirements and health and safety matters. While the Collective Agreement under which longshore labour is employed is be-

tween the BCMEA and the ILWU-Canada longshore, the Direct Employer members of the BCMEA employ the employees. Longshore employees may work for any number of Direct Employers throughout their employment years and furthermore may do so on a regular and on-going basis.

- The WEBC is a 3rd party provider for the administration of pension and benefits to all longshore workers and foremen. The WEBC is the central collecting point of all Personal Information as it relates to pension and benefits.
- The BCMEA is the central collecting point for employee Personal Information as it relates to Waterfront Occupational Health and Safety (WOHSS database) and for employee Personal Information pertaining to longshore employees working under the BCMEA/ILWU Collective Agreement (WHRIS database).
- Direct Employers and the BCMEA may provide Personal Information for and access Personal Information from the WOHSS and WHRIS databases. The BCMEA may access Personal Information from the WEBC and 3rd party payroll providers.

COLLECTION:

The collection of Personal Information shall be limited to that which is necessary for the purposes identified by the collecting organization at the time of collection.

USE AND DISCLOSURE OF PERSONAL INFORMATION:

The BCMEA shall only use Personal Information or disclose it to third parties for a purpose for which the information was obtained or compiled or for a use consistent with that purpose. The BCMEA considers all sharing of Personal Information between the BCMEA, the Direct Employers and WEBC to constitute a transfer, not a disclosure.

In particular, the BCMEA shall use and disclose Personal Information provided by Member Companies for purposes of payroll services in a manner consistent with such purposes and for no other purposes.

To the extent that the BCMEA enters into arrangements with third parties that involve the use or disclosure of Personal Information, the BCMEA will ensure that the third party provides the same level of protection over the Personal Information as is provided by the BCMEA.

Some of the purposes for the collection, use and disclosure of personal information are as follows:

Valid Uses	Invalid Uses
Required submissions of mandatory regulatory information to WCB, HRDC and Transport Canada, or other regulatory department of the Federal Government	Dissemination either verbal or written of Personal Information to unauthorized personnel, unauthorized regulatory agencies or to other third parties without the employee's consent.
Gather and analyze data that could prevent accident or injury to an individual	Gossip, harassment and general malicious intent to harm an individual.
Expedite the return of an employee to good health and productivity	
Gather and analyze data that could enhance the management of on-site ILWU employees	
Gather and analyze data relating to the safety and security of persons on BCMEA property or accessing BCMEA facilities	

ACCURACY OF PERSONAL INFORMATION:

The BCMEA shall take all reasonable steps to ensure Personal Information to be used in decision-making which directly affects an individual is accurate, complete and up-to-date as possible.

Personal Information entered into automated systems for decision-making purposes will be verified, by computerized methods or manually, in accordance with the value and sensitivity of the data.

RESPONSIBILITIES:

All BCMEA employees must ensure that any Personal Information collected is necessary; job related and accurately recorded. All BCMEA employees must ensure that Personal Information is not transferred or disclosed to any individual or organization who or which does not have a legitimate need for the information.

ACCESS TO AND CORRECTION/ANNOTATION OF PERSONAL INFORMATION AND RIGHT TO COMPLAIN:

Employees are entitled to access their Personal Information pursuant to the PIPEDA and any other applicable contract or law. Employees who believe that any of their privacy rights have been breached also have the right to raise the matter and have their concerns dealt with in an expeditious manner.