

# **B.C. Food Processors Health & Safety Council (referred to as the “Safety Council”)**

## **Privacy Policy 08\_04\_14**

### **Definitions**

“**Personal information**”- means information about an identifiable individual, such as someone’s name, home or work address, social insurance number, sex, income, or family status.

“**Contact information**”- means information that allows an individual to be contacted at work. It includes the name, position name or title, business telephone number, business address, business e-mail and business fax number for the individual.

### **Introduction**

The Safety Council respects and upholds an individual’s right to privacy and to protection of his or her personal information. Should a member choose to provide personal information to the Safety Council, the Safety Council uses stringent safeguards to ensure that the information is protected.

The Safety Council has its Privacy Policy designed to incorporate all the provisions of the Personal Information Protection Act (PIPA) of British Columbia.

This policy applies to the Safety Council and the Safety Council website, Safety Council members, members of the public and Safety Council staff.

### **Purposes for Collection, Use, and Disclosure**

The Safety Council values and respects the privacy of its members including security of personal data. This information will be used strictly for use in the course of Safety Council activities. The Safety Council limits the collection of personal information to that which we require to run our programs. On Safety Council forms, the Safety Council clearly indicates when information fields are optional (usually by an asterisk and note).

The Safety Council collects and maintains personal information through the following means:

### **Membership Applications**

Members may be asked on a voluntary basis to supply the Safety Council with personal information on an annual basis for renewal purposes, or on a membership application for those

joining the Safety Council. This information can be updated by the member at their discretion, and made available to them for review by contacting the Safety Council in writing, or by presenting themselves, by appointment, during business hours to the address noted at the end of this policy.

This information can be modified, or deleted at the discretion of the member. Member and non-member data is primarily stored in the Safety Council's database, which is housed within the Safety Council's office for security.

### **Information obtained through Website**

Safety Council members or members of the public browse through the Safety Council website anonymously. The Safety Council does not collect personal information unless a member voluntarily supplies it to us by interacting with the Safety Council web site or by submitting an enquiry to the Safety Council.

### **Member "Log-In" to restricted areas**

Where a member interacts with the website the first time so as to gain access to areas of the Safety Council website which are restricted to members, the Safety Council may ask new members to register and/or sign in and will collect personal information from the member. The Safety Council collects this information for the purpose of enabling member access to these restricted areas. Access is granted by submitting certain member information for authentication. The submission of this information constitutes consent for the Safety Council to collect and use this information on an "as needed" basis.

### **Safety Council Programs**

The Safety Council collects personal or corporate information to assess your application and manage the Safety Council's training and certification programs.

### **Information Collection**

The Safety Council collects information such as a member's name, address, telephone number, fax number, e-mail address and work organization.

### **Information Purpose**

The Safety Council uses the information gathered in order to:

- Better understand its members and improve service delivery
- Communicate through mailings or e-mail

- Receive and respond to program input and safety concerns you send us
- Use for statistical and research purposes within the Food Processing subsector
- Use for marketing purposes so the Safety Council can provide information about products or services that may be of use to its members.

In some limited instances, the Safety Council collects personal information about you from others. Such circumstances include:

- When a person has applied for a training or certification program that requires references, the Safety Council may verify those references.
- When a person takes a required exam at the end of a course offered by the Safety Council, or when a person takes a certification exam offered by the Safety Council, the Safety Council will keep those results on your file.
- If a person is required to perform ongoing activities to maintain their qualification or certification standing, the Safety Council may confirm information as necessary to verify that you have done this.

### **Submitting inquiries**

A member may submit an inquiry to the Safety Council through the “Contact Us” portion of our website. The Safety Council may ask for personal information such as the member’s name, email address, etc. The Safety Council collects this information in order for the Safety Council to respond to the member’s request as effectively as possible. Sharing your Personal Information

- The Safety Council will forward your e-mail or other inquiries or input internally in order to respond to your requests or act on your input. If you do not want your information forwarded, please advise us.
- The Safety Council makes the certification status (certified/not certified) of individuals and companies in our programs public. The Safety Council does not share any other information without the permission of the person or company involved, or if required by law.

### **Consent**

**Prior to a member gaining access to the Website restricted information area, the Member will be prompted to provide their first and last name, organization and email address. By providing this information, the member consents to the use of his/her information for the purpose stated in this policy..**

A member may refuse or withdraw consent at any time. A member may refuse or withdraw by contacting the Safety Council in writing at the address noted below.

### **Safeguarding your Personal Information**

- The Safety takes responsible measures to prevent unauthorized access to our information.
- The Safety Council has electronic access controls within the Safety Council to limit access to your personal information to those who require it to perform their job function.
- If you make an inquiry on your file, the Safety Council will ask you a series of questions to verify your identify before providing any information.

### **Our Accountability for your Personal Information**

- The Safety Council is accountable for the personal information the Safety Council collects, uses and discloses.
- The Safety Council ensures that people and companies who work for us and provide services to us are aware of our Privacy Policy. The Safety Council legally requires people and companies who work with us to prevent unauthorized use or disclosure or your personal information and use good practices to safeguard your personal information.

### **Accuracy**

The Safety Council will make all reasonable efforts to ensure that personal information is as accurate, complete, and current as required for the purposes for which it was collected. If any inaccuracies are found in our information, please inform the Safety Council and the Safety Council will make the changes promptly.

### **Access**

Members have the right to access their personal information under the control of the Safety Council. Upon request in writing at the address listed below the Safety Council will inform the member of the existence, use, and disclosure of their personal information. In certain exceptional circumstances, the Safety Council may not be able to provide access to personal information that it holds. For example, The Safety Council may not provide access to personal information if in doing so it would reveal personal information about a third party. If access cannot be provided, the Safety Council will notify the member, in writing, for the reasons of the refusal.

### **Website Privacy**

The Safety Council website contains links to third part websites. The Safety Council is not responsible for the collection of personal information or the security or privacy of information on third party websites.

### **Revisions to this Privacy Policy**

The development of the policies and procedures for the Safety Council is an ongoing process. Due to changes in legal requirements the Safety Council may change this policy from time to time. Please ensure that you refer to the current version of the Safety Council Privacy Policy.

### **Questions or Concerns**

If you have a question regarding this Policy, or a concern or a complaint regarding the privacy practices of the Safety Council, please contact the Safety Council in writing at:

B.C. Food Processors Health & Safety Council  
106-8615 Young Road  
Chilliwack, BC V2P 4P3

### **Privacy Legislation**

For general questions regarding privacy legislation and regulations under which the Safety Council operates more information can be found at the Office of the Information and Privacy Commissioner (OIPC) of British Columbia at <http://www.oipcbc.org/>

If you have any questions regarding this policy or if you wish to request access to or correction of your personal information, we invite you to write to our Privacy Officer at the address below.

BC Food Processors Health & Safety Council  
106-8615 Young Road  
Chilliwack, BC V2P 4P3

If you have a concern with respect to our handling of your personal information, please write to our Privacy Officer, setting out the reasons for your concern. If you remain dissatisfied after our Privacy Officer has reviewed and responded to your concern, you may wish to contact:

**Office of the Information and Privacy Commissioner**  
PO Box 9038  
Station Provincial Government  
Victoria, BC V8W 9A4