

## APBBC Privacy Policy

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Effective Jan 1, 2004

Table Of Contents:

### **Section 1 Member Information**

Our Commitment To Privacy

The Information We Collect

How We Use Information

Relationship Between the APB and the College

### **Section 2 Financial and Board Meeting Information**

Minutes of Regular Meetings of the Board of Directors

Financial Records

### **Section 3 General Provisions**

Our Commitment To Information Security

Complaint Process

How To Contact Us

### **Section 1 Member Information**

Our Commitment To Privacy

- Respecting the privacy of personal information is important to us. This notice is published to explain our information practices and the options members can exercise about the way member information is collected and used.
- This notice is posted on our homepage so that it is easy to find

The Information We Collect:

- In order to be a member of the APB, an applicant has to be a member of the College of Applied Biology. Consequently, the APB collects applicant's College membership number.
- In order to ensure that information can be relayed to members in a timely way, the APB collects contact information which may include present employer and the member's home address. Members have the right to not provide their home address and/or phone number for contact purposes. Member information is retained in the member database which is maintained by the Registrar.
- Members are encouraged to provide their Continuing Professional Development information to the APB for inclusion in their file.

The Way We Use Information:

- A member's College registration number is used to ensure that member is a member of the College
- Contact information is used to ensure information of concern and/or note can be relayed to members.

What We Do With Requests for Information

- A member can, at any time, contact the Registrar of the APB in writing and request to know what information the APB has in the member's file. Every attempt will be made to comply with the request in a reasonable time frame.

Approved by the Board of Directors 04/02/13

- The only information provided to those other than the individual who submitted the information is whether the individual is a member in good standing, the member's College registration number and the length of time the individual has been a member of the APB.
- Anyone requesting to contact a member is invited to leave their contact info with the office, and the office will forward the information to the particular member for the member to act upon.

#### Relationship between the APB and the College of Applied Biology

- Where a member has chosen to present CPD information to the APB, the information will be shared with the College at the request of the College

### **Section 2 – Financial and Meeting Information**

#### Minutes of Regular Meetings

- Minutes of the Regular Meetings of the Board of Directors are available for review by any member of the APB during regular office hours, and upon sufficient notice being provided to enable the Privacy Officer or Deputy Privacy Officer, in conjunction with the Office Administrator to comply with the request
- Minutes of Regular Meetings of any committee that is not addressing matters that concern legal actions, land acquisition or personal matters, will be available for review by any person during regular office hours, and upon sufficient notice being provided to enable the Privacy Officer or Deputy Privacy Officer, in conjunction with the Office Administrator to comply with the request

#### Financial Records

- The record of accounts will be available for review by the members of the APB during office hours, and upon sufficient notice being provided to enable the Privacy Officer or Deputy Privacy Officer, in conjunction with the College Financial Officer to comply with the request
- The Annual Audited Statement of the APB will be available for review by the members of the APB during office hours, and upon sufficient notice being provided to enable the Privacy Officer or Deputy Privacy Officer, in conjunction with the Office Administrator or Financial Officer to comply with the request
- The Annual Audited Statement of the APB will be posted to the Web site with other reports arising from the AGM

### **Section 3 – General Provisions**

#### Our Commitment To Information Security

- To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect.
- Mailing and membership lists are not provided to members or third parties

#### Office Organisation for Information and Privacy Matters

- Initial contact – Office Coordinator or Financial Officer
- Deputy Privacy Officer – Registrar

## APBBC Privacy Policy

- Privacy Officer – Executive Director

### Complaint Process

- Complaints will be handled in accordance with the *Personal Information Protection Act*
- A person who is refused information, or a member who wishes to grieve the information retained in their file must place the objection in writing, and direct the complaint to the Deputy Privacy Officer.
- Where after conducting a written hearing, the Deputy Privacy Officer does not address the concerns of the individual, the individual will be advised to forward the matter to the Privacy Officer
- Where after conducting a written hearing, the Privacy Officer does not address the concerns of the individual the individual will be advised to forward the matter to the Office of the Information and Privacy Commissioner

### How To Contact Us

- Should you have other questions or concerns about these privacy policies, please contact Executive Director, Privacy Officer, via telephone at 250-383-3306 or via email at [executivedirector@apbbc.bc.ca](mailto:executivedirector@apbbc.bc.ca)