



# INTERNATIONAL PHOTOGRAPHERS GUILD

I.A.T.S.E. LOCAL 669

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International Alliance of Theatrical Stage Employees, Moving Picture Technicians,  
Artists and Allied Crafts of the United States and Canada AFL-CIO, CLC

*BRITISH COLUMBIA, ALBERTA, SASKATCHEWAN, MANITOBA, NORTHWEST AND YUKON  
TERRITORIES*

## IATSE 669 PRIVACY POLICY

IATSE 669 is committed to ensuring the privacy of its members and maintenance of the accuracy and security of their personal information. As such, we have developed this Privacy Policy and have appointed a Privacy Officer whose duties will include ensuring IATSE 669 is in compliance with this policy. Please note that IATSE 669 may, from time to time, modify this Privacy Policy to reflect legal, technical and other developments. Any amendments will be communicated to our members immediately.

Please take the time to read this document carefully so as to understand your rights under the policy. Be assured that IATSE 669 takes your privacy seriously and will protect the information we have about you to the fullest extent of the law.

### Collection of Personal Information

Personal information is information that refers to you specifically. With your consent we may gather this information from you in person, by telephone or by corresponding with you via mail or the internet. We will also receive the following information from third parties: earnings, dues, RSP and health and welfare information from payroll companies or employers; account number and contribution information from our Group RSP service provider.

The type of information that we usually collect and maintain in our files may include your:

- Name
- Mailing Address
- Email Address
- Phone, cell and/or pager numbers
- Social Insurance Number
- Date of Birth
- Citizenship
- Website
- Company Name
- Work History
- Place of Employment
- Earnings, Retirement Savings Plan and Health and Welfare information
- RRSP account number
- Trainee Report Cards
- Agent information

- Employment Record
- Documentation written by or pertaining to you

Personal information is collected in order to carry on the business of the union which includes establishing work opportunities and training for our members, administrating health, welfare and pension benefits, negotiating and administrating collective agreements as well as the general duty of servicing our members.

### **Consent and Disclosure of Personal Information**

Information regarding members classifications, work availability, eligibility, crew position, work credits, agency and contact information (including member's resumes) may be disclosed to third parties for the purposes of establishing work opportunities on the members' behalf. In providing IATSE 669 with this information you are consenting to the disclosure of this information for the purposes mentioned. In addition, IATSE 669 may disclose the information to third parties when required by law or when the law has deemed that consent has been given. Other information that you provide i.e. SIN, RRSP numbers, date of birth etc. will not be disclosed without your personal consent.

Since members prepare their own resumes disclosure of the personal information therein is the responsibility of the member. IATSE 669 will not be responsible for any loss or damage resulting from personal information disclosed at the option of the member.

Member information may only be used or disclosed for the purpose for which it was collected unless the member has otherwise consented or when it is required or permitted by law. While IATSE 669 will employ appropriate procedures to help ensure that members' information is only used for authorized purposes, IATSE 669 cannot make any guarantees with respect to the actions of such third parties.

Member information may only be retained for the period of time to fulfill the purpose for which it was collected. In any case, when IATSE 669 makes a decision that affects you personally any personal information in regards to this decision in the possession of IATSE 669 will be kept for at least one year.

### **Withdrawal of Consent**

Subject to contractual or legal restrictions you may withdraw your consent to the use and disclosure of the personal information at any time. A withdrawal of consent to the disclosure of the information will essentially prevent IATSE 669 from helping to establish work opportunities or training for you.

## **Security**

Appropriate safeguards will be implemented to prevent personal information from unauthorized use and access in an effort to ensure the security, integrity and privacy of personal information.

## **Access to Personal Information**

Upon request, a member shall be informed of the existence, use and disclosure of their personal information and shall be given access to it. Members may verify the accuracy and completeness of their information and may request that it be amended, if necessary. It is the members' responsibility to ensure personal information provided is complete and up-to-date. The procedures of review may not comprise the security, integrity or privacy of other members' information.

IATSE 669 has the right to refuse such a request in certain situations. These situations include when the information is protected by solicitor-client privilege, where the disclosure would reveal confidential information that could harm the competitive position of the organization, where the disclosure could threaten the safety or health of an individual whether it be the individual making the request or another person, or the disclosure would reveal personal information about another individual and finally where the information is generated for the purpose of a mediation/arbitration hearing.

## **Openness**

IATSE 669 is committed to making information available to members concerning the policies and practices that apply to the management of their information.

## **Members Complaints and Suggestions**

Members may direct any complaints or enquires with respect to our Privacy Policy our about our practices by contacting the Privacy Officer at our switchboard at 778-330-1669 and asking for the Privacy Officer.