

PRIVACY POLICY

QUICK GUIDE

PSAC's Privacy Policy is designed to safeguard people's personal information.

Personal information is any information about an identifiable individual – either directly (e.g., name, phone number, email) or indirectly (e.g. date of birth, gender). Some personal information, such as race or ethnicity, gender identity, sexual orientation, and health details, are considered **sensitive** and need extra protection.

Why?

It's the law. PSAC is legally required to protect the personal information it handles. If it doesn't follow Canadian privacy laws, it could face big fines.

Trust matters. Members need to trust that their personal information is safe with their union. Given PSAC's duty to act in members' best interests, it is important for this information to be treated with the utmost care and protection.

TIPS AND BEST PRACTICES

Need-to-know: Only share personal information with people who genuinely need it to do their work.

Clean desk: Don't leave documents with personal information out in the open. Lock them away in secure cabinets or rooms. Always lock your computer when you leave your desk.

Share responsibly: Only share the minimum amount of personal information required for someone to perform their duties.

Printing: Print out personal info only when truly necessary and never leave it sitting around.

Secure disposal: When you no longer need paper or digital documents with personal info, dispose of them properly, following PSAC's retention schedule.

No snooping: Only access the personal information necessary for your job.

KEY CONCEPTS

Consent: Make sure members have agreed to share their personal information before you record it.

Necessity: Don't ask for more personal information than you actually need in order to provide the service.

Limitations: Personal information should only be used for the purpose for which it was collected, and should only be shared with authorized parties.

PRIVACY BREACH

A privacy breach means personal information was used improperly, whether maliciously or by accident. **For example:**

- An e-mail containing an attachment with personal information is sent to the wrong recipient.
- An employee is accessing personal information they are not authorized to see.
- Documents containing personal information are left unsupervised at an event.

If need support with a privacy breach or you have related concerns, contact:

privacy-confidentialite@psac-afpc.com

www.psaunion.ca/privacy