

Policy Name: Personal Information Protection

Policy Type: General

Last Ratified: January 2004

Rational:

Effective January 1, 2004, the Personal Information Protection Act regulates the collection, usage, disclosure and security of personal information within private sector organizations.

Policy:

- Business contact information may be collected for database purposes.
- The gathering of personal information is allowed in the collection of an outstanding debt or accounts receivable.
- Tourism Vancouver Island contractors are required to follow the Personal Information Protection Act.
- Personal information required in payroll processing may be collected and stored in a secure location according to Revenue Canada requirements.
- Human resource files and performance evaluations must be kept in a secure location for at least one year, and the individual employee has a right to a copy of his/her evaluation.
- The written documentation gathered to process an employee application for promotion or dismissal must be kept in a secure location for one year, and available to the individual employee in its complete state should the employee request copies of the information.
- Employment applicants must give his/her consent for reference checks to be performed.
- A person's birthday and home telephone number are considered private information.
- Credit card information may be collected for a financial transaction, and kept in a secure location in the finance department.
- In the case of visitor inquiries, the inquirer must be informed of what the data is collected for and consent to this usage.

Developed by: CEO