

Privacy Management Policy (EXTERNAL)

External Policy No. E.02.2022 v.1

Purpose

This policy outlines SkilledTradesBC requirements under the Freedom of Information and Protection of Privacy Act (FOIPPA) for managing personal information.

In Scope

This policy applies to the collection, use, and disclosure of personal information that SkilledTradesBC has in its custody and/or control.

Policy

For the purpose of this policy:

- **“Freedom of Information and Protection of Privacy Act”** (“FOIPPA”) means the Act requiring public bodies in British Columbia (B.C.) to be accountable to the public and to protect personal privacy.
- **“Personal Information”** means any recorded information about an identifiable individual, other than their business contact information, which includes information that can be used to identify an individual through association or inference. Personal information includes, but is not limited to, an individual’s:
 - Name, age, sex, weight, height
 - Home address and phone number
 - Race, ethnic origin, sexual orientation
 - Religion
 - Education
 - Employment information

1. POLICY STATEMENTS

- 1.1. SkilledTradesBC complies with the requirements of FOIPPA and any other applicable legislation relating to the collection and management of personal information.
- 1.2. SkilledTradesBC will only collect personal information that is necessary to deliver its programs and meet operational requirements, as permitted under FOIPPA.
- 1.3. Personal information will be collected directly from an individual and pursuant to FOIPPA. When collecting personal information directly, SkilledTradesBC will inform the individual

of:

- a. the purpose for collecting their information;
 - b. the contact information for a SkilledTradesBC employee who can answer questions about the collection.
 - c. the authority under which collection is taking place; and
 - d. SkilledTradesBC will use personal information only for the purpose for which it was collected or for a purpose the individual has consented to.
- 1.4. SkilledTradesBC will only disclose personal information as allowed under FOIPPA.
- 1.5. Individuals have the right to access and correct their personal information that SkilledTradesBC has in its custody and/or under its control.
- 1.6. Individuals may request to correct only factual information (e.g., name, contact information) that SkilledTradesBC has in its custody and/or under its control. If SkilledTradesBC rejects a correction request, SkilledTradesBC will annotate the record and state that the correction was requested but not made.
- 1.7. SkilledTradesBC will implement adequate physical, technical, and procedural measures to ensure the security of personal information. This includes, but is not limited to:
- a. storing personal information in secured and/or encrypted repositories;
 - b. limiting who has access to personal information;
 - c. delivering privacy awareness training;
 - d. developing and following information incident, including privacy breach, protocols; and
 - e. developing and implementing privacy and security policies and procedures.
- 1.8. When possible, SkilledTradesBC will store personal information in secured repositories (e.g., servers, platforms, filing cabinets) located in Canada. If the personal information will be stored and accessed in a repository outside of Canada, SkilledTradesBC will assess the information and determine the risks associated with it being outside of Canada.
- 1.9. SkilledTradesBC will securely dispose of records containing personal information. This includes, but is not limited to, anonymizing and/or removing any information considered personal prior to its disposal.
- 1.10. In accordance with FOIPPA, SkilledTradesBC will retain personal information for at least one year if it is used to make a decision directly affecting a person. Other legislative and policy requirements may require SkilledTradesBC to retain the information beyond what is required in FOIPPA.

See the following for more information:

- SkilledTradesBC Policy page available at: <https://www.skilledtradesbc.ca/about-skilledtradesbc/policies-bylaws>

For assistance on privacy related matters, contact SkilledTradesBC's Privacy Office at

privacy@skilledtradesbc.ca.

Date Approved: July 5, 2022

Last Reviewed: October 3, 2024