



## **POLICY 2.1**

### **ADMINISTRATION**

#### *Privacy Policy*

#### **POLICY INTENT**

The purpose of this policy is to govern the collection, use, and security of personal information by the Association.

#### **POLICY**

##### **Privacy Policy**

2.01.1. Personal Information refers to information collected by AUGSA which may be used to identify an individual. This may include, but is not necessarily limited to, first name, last name, street address, email address, telephone number, credit card information, and date of birth. This information will be referred to, generally, as 'Personal Information' regardless of the form in which is collected or stored (e.g., electronically, on paper, etc.).

##### **Collection of Personal Information**

2.01.2. From time-to-time, AUGSA may collect Personal Information of Athabasca University graduate students or other relevant parties. This information may also be given to AUGSA by Athabasca University, in accordance with the terms of an Information Sharing Agreement that may exist between these two organizations.

2.01.3. AUGSA only collects and saves such Personal Information as is necessary for the delivery of services to AU graduate students or other relevant parties. Upon request, AUGSA will delete or otherwise destroy (e.g., shred physical documents) a member's Personal Information.

##### **Use of Personal Information**

2.01.4. A member's Personal Information will be used in order to provide the member with better service. This includes the use of information for completing transactions or communicating back to the member. Credit card numbers are used only for payment processing and are not used for any other purpose.

2.01.5. AUGSA may also use Personal Information in a manner that does not identify you specifically nor allow a member to be contacted but does identify certain criteria about AUGSA's members in general (e.g., AUGSA may inform third parties about membership numbers or the number of registered users on the AUGSA website).

### **Security of Personal Information**

2.01.6. A member's Personal Information will only be stored for as long as is necessary to complete the purpose(s) or task(s) for which it was collected. If a member's Personal Information is needed for reasons not specified at the time that it was originally collected, AUGSA will obtain that member's permission prior to using it for said reasons.

2.01.7. All personal Information that AUGSA collects and/or stores in an electronic format will be stored on a secure hard drive.

2.01.8. When possible, Personal Information stored in an electronic format will not be transmitted over the Internet. When such transmission is necessary, the Personal Information will be transmitted in either an encrypted format, a password protected file, or both.

2.01.9. All physical records containing personal information shall be stored in a secure and locked location.

2.01.10. AUGSA will not sell or rent a member's name or Personal Information to anyone else. AUGSA does not sell, rent, or provide outside access to our mailing list at all.

2.01.11. If required by law, search warrant, subpoena, court order, or credit card fraud investigation, AUGSA may be required to release such Personal Information.

2.01.12. Information is updated monthly and personal information from individuals who are no longer students is destroyed.

### **PIPA and PIPEDA**

2.01.13. AUGSA is regulated by the Personal Information Protection Act (PIPA) of the province of Alberta and the Personal Information Protection and Electronic Documents Act (PIPEDA) of Canada, collectively referred to hereafter as "the Acts." As the Acts are revised from time-to-time, it may be the case that there are discrepancies between the Acts and this Privacy Policy. In the case of any discrepancies, the Acts will take precedence over this Privacy Policy, and any portions of this Privacy Policy which are not in compliance with the Acts shall be considered null and void.

2.01.14. If any portion of this Privacy Policy is deemed null and void, that shall not affect the validity of the rest of the document.

### **RELATED REFERENCES AND POLICIES**

**This Policy References**

**This Policy is Referenced by**

**POLICY RESPONSIBILITY**

Executive Director

**POLICY HISTORY**

Original Approval Date:	Pre-2022
Last Review Date:	October 3, 2023
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