



# James Bay Neighbourhood Association

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As required under the Personal Information and Privacy Act (PIPA), the JBNA Board has composed a Privacy Policy, after reviewing Office of the Information and Privacy Commissioner guidelines and the BC Societies Act.

The JBNA's mission is to provide a forum for public review of development proposals (City zoning), to provide a forum for discussion of community environmental, housing, and park issues, and to advocate on behalf of the community in regards to these matters.

The JBNA, through its activities, and its obligations under the BC Societies Act, gathers some individual personal information.

This JBNA policy describes the type of personal information gathered by the organization and the safeguards taken to ensure that privacy obligations under PIPA are respected.

Our membership's understanding is that the personal information gathered has been to satisfy membership and Societies Act requirements, and to distribute information about JBNA activities and local civic matters.

## **Personal Information Gathered**

The personal information gathered generally includes:

1. Meeting participant names and contact information (telephone, e-mail and address). These records are maintained by the Membership Director.
2. Member names, contact information (telephone, e-mail and address) and dates of attendance as recorded on membership cards. These records are maintained by the Membership Director. Names and e-mail addresses are shared with the Director responsible for the e-mail announcements/bulletins.
3. Names and/or e-mail addresses of interested residents and organizations who have asked, at various times, to be kept informed of JBNA activities. Names are added and removed from this listing upon request. This listing is maintained by the Director responsible for the e-mail announcements/bulletins.
4. Names and/or addresses are regularly recorded at monthly general meetings if a member or visitor speaks on any issue. This information is frequently identified in the minutes by personal name or street name.
5. From time to time, neighbourhood residents, both members and non-members will write letters or e-mails to the JBNA. At the discretion of the Board or a Director of the Board, such correspondence letters and significant e-mails will be circulated to members at general meetings.

*It is important to note that*

*· the PIPA does not give an individual the right to request and receive someone else's personal information unless that other individual provides written authorization for that access. In addition, PIPA does not provide a right of general access to records.*

*· a person speaking at a general meeting, or an AGM, has provided implied consent to have his/her name and/or street name recorded in the minutes.*

*[Note: the JBNA does not fall under the The Freedom of information and Protection of Privacy Act (FIPPA).]*

### **Protection of Personal Information**

As volunteers, the JBNA Board is limited in the safeguards it has at its disposal. The JBNA Board will attempt to adhere to the care and protection of the personal information gathered as follows:

The Board

- 1) will not purposely release member or interested party listings which identify names, addresses and other contact information.
- 2) will exercise discretion in the inclusion of member or resident letters and e-mails in correspondence-circulation files to ensure that personal information and personal circumstances are protected.
- 3) will exercise discretion as to the recording of personal information that is recorded in general or AGM minutes.

### **Cameras and Recording Devices at General Meetings**

Generally, audio and visual recording devices are not to be used at a general meeting. Where there has been a request to use such equipment at a general meeting or AGM, the approval of the members who are present at a meeting must be sought by a vote. If the majority vote in favour of the recording, individual members and others in attendance will have the right to have their voice and/or image excluded from such recordings.

### **Other**

The JBNA will appoint, each April, a Director who shall fulfil any JBNA Privacy Officer responsibilities.

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***Policy ratified:***

***Board (at meeting of the Board) February 24, 2010***

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***Policy to be presented to Membership at the May 12, 2010 general meeting***