

PRIVACY POLICY

Date Approved: 17 October 2020

INTRODUCTION

This privacy policy extends to both Lawyers' Rights Watch Canada and Lawyers' Rights Watch (Legal Research) Canada (collectively, the "**Organizations**").

In the course of providing services and activities to the community, the Organizations collect personal information. The Organizations place the highest values on confidentiality and privacy concerning staff, volunteers, board members, members, stakeholders, human rights defenders, and other persons associated with the Organizations, and the protection of personal information is a cornerstone of our ongoing commitment to providing excellent service and support. This privacy policy has been prepared to set out the Organizations' procedures for the collection, use, retention, and disclosure of personal information. This privacy policy also ensures that any personal information that is collected by the Organizations remains accurate, confidential, and compliant with applicable laws, such as the *Personal Information Protection Act* (British Columbia)¹, which sets out the rules for how organizations such as ours can collect, use, and disclose your personal information.

The Organizations may add, modify, or remove portions of this privacy policy when it is considered appropriate to do so, and any such changes will be effective upon giving notice of the revised policy. You may ask for the most recent update to this privacy policy from the Organizations' privacy officer. This privacy policy may be supplemented or modified by agreements entered into between the Organizations and an individual from time to time.

WHAT IS PERSONAL INFORMATION?

Personal information means any information about you, by which you could be identified. It does not include basic contact information.

Contact information means information to enable an individual at a place of business to be contacted and includes the name, position name to title, business telephone number, business address, business email, and/or business fax number of an individual.

Employee personal information is personal information about you that is collected, used, or disclosed solely for the purposes reasonably required to establish, manage, or terminate an employment relationship between the Organizations and an individual employee, but does not include personal information that is not about an individual's employment. Employee personal information also includes information related to volunteer positions at the Organizations, regardless of whether that volunteer is an employee of the Organizations or not.

¹ The Organizations are federally-incorporated non-profits that are located in British Columbia.

ACCOUNTABILITY

The Organizations are responsible for maintaining and protecting the personal information and employee personal information under its control. As part of this responsibility, the Organizations designate an individual as the privacy officer, who is accountable for the Organizations' compliance with this privacy policy and any applicable laws.

You may contact the Organizations' privacy officer as follows:

Lawyers' Rights Watch Canada
P.O. Box 35115 Hillside Avenue
Victoria, BC V8T 5G2

Attn: Joshua Lam
Phone: 604.736.1175
Email: info@lrwc.org

PURPOSES

The Organizations will, before or at the time personal information is collected, identify the purposes for which the personal information is collected, used, and disclosed.

TYPES OF INFORMATION

The information the Organizations collect from employees may include the following employee personal information:

- Your name, home address, and telephone number
- Your email address
- Your occupation
- Credit Card information
- Date of Birth
- Education and courses completed
- Previous experience
- References, letters, or notices of achievement
- Salary requirements
- Social insurance number
- Income tax information
- Next of kin, in case of accident or injury
- Work or volunteer evaluations
- Warnings, infractions, or disciplinary measures
- Letters of reprimand
- Other miscellaneous job-related information

For volunteers, board members, and other members of the Organizations, the Organizations collect and use personal information to provide the best possible research, educational and advocacy, services, in line with the mission and vision of the Organizations. Personal information collected is provided by individuals directly, is information regarding the individual's participation in the Organizations' activities, performances, or events, or is information that is publicly available.

Personal information about volunteers, directors, board members, and other members of the Organizations' community (including photographs and biographical information) may also be collected, used, and disclosed in the course of the Organizations' activities, including in publications such as press releases, newsletters, and websites.

The Organizations also collect information in connection with the use of their computer systems.

CONSENT

Unless permitted by law, no personal information or employee personal information is collected, used, or disclosed without first receiving an individual's consent to do so. Requirements for consent for collection, use, or disclosure of personal information or employee personal information will vary depending on circumstances and on the type of information that is intended to be collected, used, or disclosed. In determining whether consent is required and, if so, what form of consent is appropriate, the Organizations will take into account both the sensitivity of the personal information or employee personal information, and the purposes for which the Organizations will use the information. Consent may be express, implied (including through the use of 'opt-out' consent, where appropriate), or deemed.

If you no longer consent to the Organizations collecting, using, storing, or disclosing your personal information or employee personal information, you must provide written notice withdrawing your consent to the Organizations' privacy officer.

Any person that provides the Organizations or their service providers or agents with personal information or employee personal information about an individual represents that he/she has all necessary authority and/or has obtained all necessary consents from such individual to enable the Organizations to collect, use, and disclose such personal information or employee personal information for the purposes set forth in this privacy policy.

LIMITING COLLECTION AND ACCESS

The Organizations will limit the personal information and employee personal information collected to that information necessary for the purposes identified by the Organizations. Access to your personal information or employee personal information is limited to those managers, supervisors, and other staff who need to have access to it.

USE, DISCLOSURE, AND RETENTION

The Organizations will only use, disclose, and retain personal information or employee personal information for the purpose for which it was collected, unless the individual has otherwise consented, or when its use, disclosure, or retention is required or permitted by law.

Use

The Organizations use personal information as follows:

- To communicate with staff, volunteers, directors, board members, and other members of the Organizations' community for the purposes of providing the advocacy and educational services and programs;
- To enable the Organizations to perform administrative functions, including payroll, fee payments, and other activities related to the operation of the Organizations;
- To provide specialized services in areas such as legal information, as required.

The employee personal information the Organizations use may include documents:

- To manage job performance, assess merit, and wage increases;
- To deduct and remit adequate taxes and statutory deductions as required by law;
- To track vacation pay, statutory holiday pay, and other benefits;
- For managing an employee's working relationship with the Organizations

If, for any reason, personal information or employee personal information is required to fulfill another purpose, the Organizations will, as appropriate, notify you and ask for consent before the Organizations proceeds to use, disclose, or retain such information.

The Organizations may use anonymized information for the Organizations' improvement and development purposes.

Disclosure

The Organizations may disclose personal information or employee personal information to others in connection with the purpose for which it was collected, as consented to by the individual, or as required or permitted by law. The Organizations do not sell, lease, trade, or otherwise provide information about you to other parties.

Retention

Personal information is retained by the Organizations for the duration of time required for its proposed use, or as required or permitted by law. Employee personal information is retained for the duration of the staff member's employment with the Organizations, and kept for two (2) years after an individual leaves the employment with the Organizations. Financial personal information is retained for seven (7) years, as required by law.

Destruction

Once the Organizations are no longer required to retain personal information or employee personal information, the Organizations will take steps to ensure that all documents are destroyed in an appropriate manner and in accordance with applicable laws.

ACCURACY

The Organizations will take appropriate steps to ensure that personal information and employee personal information collected by the Organizations is as accurate and complete as is reasonably required in connection with the purposes for which the information is collected, used, or disclosed.

An individual may, upon written request to the Organizations, correct an error or omission in any personal information or employee personal information that is under the Organizations' control, and the Organizations will, as appropriate, amend the information as requested and send corrections to each third party to which it has disclosed the information during the preceding year.

STORAGE AND SAFEKEEPING

All personal information and employee personal information is kept in a secure location. The Organizations' staff will be appropriately educated about the importance of privacy and are required to follow the Organizations' policies and procedures regarding the handling of personal information. Failure of an employee to abide by the Organizations' policies may result in discipline, up to and including termination of employment.

OPENNESS

The Organizations will make information available to individuals concerning the policies and practices applicable to the management of personal information and employee personal information at the Organizations. Individuals may direct any questions or enquiries with respect to the Organizations' privacy policy or practices to the privacy officer.

INDIVIDUAL ACCESS

The Organizations will give individuals access to their personal information or employee personal information in accordance with the law, and upon an individual's written request.

Any written request must contain:

- The individual's name and contact information;
- Sufficient detail to enable the Organizations to identify the individual and the information requested;
- Any other information that the Organizations may reasonably require to respond to the request.

The Organizations will use reasonable efforts to assist individuals with their requests, and to respond to requests accurately and completely. The Organizations will respond, in writing, to all requests, even if the Organizations are not able to provide the information requested by the individual.

COSTS

The Organizations may charge a minimal fee for making copies of personal information or employee personal information, if requested. The Organizations will notify a requesting individual of the copying fees, prior to making any copies. The Organizations will not charge individuals for accessing their own personal information or employee personal information.

QUESTIONS, CONCERNS, AND COMPLAINTS

If an individual has any questions, concerns, or complaints related to this privacy policy, or about the collection, use, or disclosure of that individual's personal information or employee personal information by the Organizations, they can contact the privacy officer.