

## **BC Fruit Growers' Association Privacy Policy**

update July 17, 2015

### **Summary**

The BCFGA meets the requirements of the provincial government's private sector privacy legislation, entitled the "Personal Information Protection Act".

Provincial programs administered by the BCFGA must meet the provincial government's public sector privacy legislation, the "Freedom of Information and Privacy Protection Act".

This and other legislation can be accessed at <http://www.bclaws.ca/>

### **Information the BCFGA Collects**

The BCFGA collects the following information on members and industry partners:

1. Membership and industry partner information
  - a. Member contact information (mailing address, telephone and fax numbers, and email address, information on length of membership, size of operation, preference on free magazine subscriptions, and participation in BCFGA committees), and any electronic or written personal correspondence.
  - b. Industry Partner information (mailing address, telephone and fax numbers, and email address), preference on free magazine subscriptions and any personal or written personal correspondence.
2. Pesticide Applicators Certificate course attendance sheets and PAC license information (grower contact information, PAC license number, expiry date, and license information)
3. SAWP Application information.
4. Administered program application information and further information that may be provided after the project application is received.

### **What we do with our members and industry partner information**

The BCFGA will not release your information without your consent.

You provide consent to release the following information in the following ways.

1. Membership and industry partner information.
  - a. BCFGA will communicate with members through email, and use of personal communication, newsletter and other BCFGA publications, as well as publications that we consider important to tree fruit farming.

Voting lists are made available to BCFGA candidates to communicate with you regarding an election. Prior to receiving a membership list, the candidate must sign an agreement that requires the candidate to use the list only for the purpose of the election and to destroy the list after the election.

We provide free subscriptions to industry magazines and newspapers as a service to our members. In our July 17, 2015 newsletter, we offered you the opportunity to opt out of the free subscription service, and you may opt out at any time.

The BCFGA maintains agreements with the publishers to maintain your personal information confidential and for no other use than to deliver the free subscription. If you opt out of the service, the publisher is obligated under our agreement to remove your personal information from their records.

- b. For industry partners, in addition to the BCFGA communication and free subscription policy above, we also publicize associate membership in the BCFGA as a service, unless you opt out of this service on the associate membership application.
2. Pesticide Applicators Certificate.

We may contact you to advise when your license is expiring. When you pay your PAC renewal fee, we send your PAC information to the BC Ministry of Environment.

3. SAWP Program.

Your SAWP information is confidential business information and will not be released.

4. Administered Programs

Project application information will be provided to the BC Ministry of Agriculture, which is subject to the provincial government's public sector privacy legislation, the "Freedom of Information and Privacy Protection Act". Your grant information will be provided to the federal income tax department along with the relevant Social Insurance Number or Business Number.

## **Summary Information**

The BCFGA is frequently asked to respond to general inquiries about the tree fruit industry. We will provide grouped information only, such that the information a member's, industry partner's or program applicant's personal information is protected.

## **BCFGA Staff and Executive Confidentiality**

BCFGA staff sign confidentiality agreements. Executive members are subject to a confidentiality policy, and program administration committees have signed confidentiality statements. Contractors sign confidentiality statements if they possess, at any time, the personal information of members, industry partners, or program applicants.

## **Security**

The grower information is secured at the BCFGGA office, through the use of locks and monitored alarms.

Computer access is secured through the use of passwords. Back-up of electronic information is on Google Drive, which is encrypted during transmission to and between servers, and otherwise subject to Google's privacy policy.