



## Collection, use, and disclosure of your personal information and your privacy consent

The British Columbia Teachers' Federation ("BCTF") is committed to both protecting the privacy and confidentiality of our members' personal information and to complying with British Columbia's *Personal Information Protection Act*. We are collecting your personal information on this form because it is needed for BCTF and Local membership records. It will enable us to identify you, send publications to you, and to communicate with you, as needed, to fulfill the BCTF's obligations to you as your bargaining agent and your professional organization. We will also use this information to confirm your eligibility for services, to comply with various professional legal and regulatory requirements, to provide services to you, and to conduct research. The BCTF plans to transition to primarily electronic communication which is why we are requesting your e-mail address information.

We will disclose your personal information, but not your SIN, to your local. However, we will not otherwise disclose your personal information without your permission, except as required or authorized by law. We have also employed appropriate security measures to ensure only authorized individuals have access to your personal information. By completing this membership form, you are providing your consent for the BCTF to collect, use, and disclose your personal information in the manner identified above.

Pursuant to the purposes of the BCTF Constitution and to BCTF Policy 28.12, Locals may occasionally contact you by phone and/or send you materials during municipal, school board, provincial, or federal elections in the interest of electing officials committed to quality public education. If you wish to opt out of receiving such information, simply inform the BCTF Privacy Officer, in writing. To view the BCTF's complete privacy policy, visit our web site at [www.bctf.ca/PrivacyPolicy.html](http://www.bctf.ca/PrivacyPolicy.html).

The BCTF's membership database allows the BCTF to receive member information from the school boards in an electronic format which assists us to keep better track of our members, and to oversee and monitor the school board's union dues deductions. The membership database streamlines the reporting and communications between the school boards, local offices, and the BCTF. The BCTF is collecting the following information:

- Name
- District employee number
- School district position (for example, whether you are a contract teacher or a TOC)
- The type of contract you have (continuing or temporary)
- Your school location
- Your full-time equivalent status (FTE)
- Any changes to your employment status, including reason and the relevant effective dates
- Your gross salary (current and year-to-date)
- Any EI rebate (current and year-to-date)
- Any Salary Indemnity Plan deductions for short term disability and long term disability (current and year-to-date)
- Union dues deductions (current and year-to-date)

The types of personal information listed above are required on an ongoing basis in order for the BCTF to track our members, fulfill our obligations to you, and to provide you with specific services, as set out above. In particular, we need your personal information listed above for member identification purposes and to allow us to reconcile your union dues payments each month.

The BCTF will only use your personal information for the purposes identified in this form.

If you have any questions please contact the BCTF's Privacy Officer at:

Privacy Officer  
British Columbia Teachers' Federation  
100-550 West 6th Avenue  
Vancouver, B.C. V5Z 4P2

Phone: 604-871-2283  
1-800-663-9163 toll free

E-mail: [privacy@bctf.ca](mailto:privacy@bctf.ca)