

ICG 669 PRIVACY POLICY

International Cinematographers Guild, Local 669 (“ICG 669”) is committed to ensuring the privacy of its members and maintenance of the accuracy and security of their personal information. As such, we have developed this Privacy Policy and have appointed a Privacy Officer whose duties will include ensuring ICG 669 is in compliance with this policy. Please note that ICG 669 may, from time to time, modify this Privacy Policy to reflect legal, technical and other developments. Any amendments will be communicated to our members within 30 days.

Please take the time to read this document carefully so as to understand your rights under the policy. Be assured that ICG 669 takes your privacy seriously and will protect the information we have about you to the fullest extent of the law.

Collection of Personal Information

Personal information is information that refers to you specifically. With your consent we may gather this information from you in person, by telephone or by corresponding with you via mail, email, or the internet. We will also receive the following information from third parties: earnings, dues, RSP and health and welfare information from payroll companies or employers; account number and contribution information from our Group RSP service provider.

The type of information that we usually collect and maintain in our files may include your:

- Name
- Mailing Address
- Email Address
- Phone and cell numbers
- Social Insurance Number (SIN)
- Date of Birth
- Citizenship
- Website
- Company Name
- Training and course completion information
- Work History
- Place of Employment
- Earnings, Retirement Savings Plan and Health and Welfare information
- RRSP account number
- Trainee Report Cards
- Agent information
- Employment Record
- Documentation written by or pertaining to you

Personal information is collected in order to carry on the business of the union which includes establishing work opportunities and training for our members, administering health, welfare and pension benefits, negotiating and administering collective agreements as well as the general duty of servicing our members.

Consent and Disclosure of Personal Information

Information regarding members classifications, work availability, eligibility, crew position, work credits, agency and contact information (including member's resumes) may be disclosed to third parties for the purposes of establishing work opportunities on the members' behalf. In providing ICG 669 with this information you are consenting to the disclosure of this information for the purposes mentioned. In addition, ICG 669 may disclose the information to third parties when required by law or when the law has deemed that consent has been given. Other information that you provide i.e. SIN, RRSP numbers, date of birth etc. will not be disclosed without your personal consent.

Since members prepare their own resumes disclosure of the personal information therein is the responsibility of the member. ICG 669 will not be responsible for any loss or damage resulting from personal information disclosed at the option of the member.

Member information may only be used or disclosed for the purpose for which it was collected unless the member has otherwise consented or when it is required or permitted by law. While ICG 669 will employ appropriate procedures to help ensure that members' information is only used for authorized purposes, ICG 669 cannot make any guarantees with respect to the actions of such third parties.

Member information may only be retained for the period of time to fulfill the purpose for which it was collected. In any case, when ICG 669 makes a decision that affects you personally any personal information in regards to this decision in the possession of ICG 669 will be kept for at least one year.

Withdrawal of Consent

Subject to contractual or legal restrictions you may withdraw your consent to the use and disclosure of the personal information at any time. A withdrawal of consent to the disclosure of the information will essentially prevent ICG 669 from helping to establish work opportunities or training for you.

Security

Appropriate safeguards will be implemented to prevent personal information from unauthorized use and access in an effort to ensure the security, integrity and privacy of personal information.

Access to Personal Information

Upon request, a member shall be informed of the existence, use and disclosure of their personal information and shall be given access to it within 30 days of the request. If the request should be cumbersome in nature, ICG 669 will inform the member of the estimated time to retrieve the information in writing. Members may verify the accuracy and completeness of their information and may request that it be amended, if necessary. It is the members' responsibility to ensure personal information provided is complete and up to date. The procedures of review may not comprise the security, integrity or privacy of other members' information.

ICG 669 has the right to refuse such a request in certain situations. These situations include when the information is protected by solicitor-client privilege, where the disclosure would reveal confidential information that could harm the competitive position of the organization, where the disclosure could threaten the safety or health of an individual whether it be the individual making the request or another person, or the disclosure would reveal personal information about another individual and finally where the information is generated for the purpose of a mediation/arbitration hearing.

Openness

ICG 669 is committed to making information available to members concerning the policies and practices that apply to the management of their information.

Member Complaints and Suggestions

Members may direct any complaints or enquires with respect to our Privacy Policy or about our practices by contacting the Privacy Officer.

Contact Details

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