



University of Victoria Students' Society Privacy Policy 2025

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Preamble

The University of Victoria Students' Society (UVSS) is committed to protecting the privacy of our members and other individuals who interact with us. This Privacy Policy outlines how we collect, use, disclose, and protect personal information in accordance with British Columbia's **Personal Information Protection Act (PIPA)**.

1. Scope and Application

This policy applies to all personal information collected, used, or disclosed by the UVSS in the course of our operations, including services, events, advocacy work, and governance activities.

2. Definitions

This Policy adopts the definitions contained in PIPA unless otherwise stated.

2.1 Member: A student enrolled at the University of Victoria who pays UVSS fees.

2.2 Privacy Officer: the individual appointed by the Board of UVSS responsible for the implementation and maintenance of this Policy

3. Collection of Personal Information

3.1 Unless the purposes for collecting personal information are obvious Member voluntarily provides his or her personal information for those purposes, the UVSS will communicate the purposes for which personal information is being collected, either orally or in writing, before or at the time of collection.

3.2 The UVSS collects personal information only for purposes that are reasonable and appropriate to fulfil UVSS's purposes, in and in accordance with PIPA.

Examples include but are not limited to:

- Verifying membership or eligibility for services;
- Administering programs, clubs, or campaigns;
- Processing payments or issuing refunds;
- For the maintenance of records as required by law;
- Conducting elections or referenda;
- Communicating with members;
- Hiring and managing employees or volunteers.

The UVSS collects personal information directly from individuals whenever possible. When necessary, the UVSS may collect personal information from third parties with consent or as authorized by law.

4. Use of Personal Information

The UVSS uses personal information for the purposes for which it was collected or for purposes consistent with the same. We do not use personal information for unrelated purposes without consent.

Examples of use include:

- Providing services or access to resources
- Communicating updates or events
- Managing human resources
- Reporting to governing bodies (as legally required)

5. Disclosure of Personal Information

The UVSS may disclose personal information:

- With the Member's consent;
- To service providers who assist us (e.g., IT providers, auditors);
- As required or permitted by law (e.g., regulatory reporting);
- In connection with a legal proceeding or investigation.

We ensure that any third-party service providers are contractually obligated to protect the confidentiality and security of personal information.

6. Consent

6.1 The UVSS shall collect, use, or disclose personal information only with the individual's consent, or as authorized by PIPA. Consent may be implied or express, depending on the situation.

6.2 Consent can be provided by the Member to UVSS orally, in writing or electronically or it can be implied where the purpose for collecting using or disclosing the personal information would be considered obvious and the Member voluntarily provides personal information for that purpose.

6.3 Consent may also be implied where a Member is given notice and a reasonable opportunity to opt-out of his or her personal information being used and the Member does not opt-out.

6.4 Subject to certain exceptions (e.g., the personal information is necessary to provide UVSS services, or the withdrawal of consent would frustrate the performance of a legal obligation), Members can withhold or withdraw their consent for the UVSS to use their personal information in certain ways. A Member decision to withhold or withdraw their consent to certain uses of personal information may restrict UVSS's ability to provide service to the Member.

7. Access and Correction

Individuals have the right to request access to their personal information held by UVSS and to request corrections if the information is inaccurate or incomplete. To make a request, please contact the UVSS Privacy Officer (see Section 11).

8. Retention and Destruction

We retain personal information only as long as necessary to fulfill the purposes for which it was collected or as required by law. When no longer needed, personal information will be securely destroyed or anonymized.

9. Safeguards

9.1 The UVSS is committed ensuring the security of Member personal information in order to protect it from unauthorized access, collection, use, disclosure, copying, modification or disposal or similar risks.

9.2 The following security measures will be followed to ensure that Member personal information is appropriately protected:

- Secure storage (physical and digital);
- Password protection and encryption;
- Restricted access to authorized personnel only;
- Staff and volunteer training on privacy obligations.

10. Website and Online Services

If the UVSS collects personal information through its website (e.g., through forms or cookies), we will provide specific notice of such collection and the purposes for which it is used.

Our website may contain links to external sites. UVSS is not responsible for the privacy practices of other websites.

11. Contact Information and Complaints

For questions, access requests, or complaints regarding our privacy practices, please contact:

UVSS Privacy Officer: Dale Robertson

University of Victoria Students' Society

Student Union Building – Room B128

3800 Finnerty Road (Ring Road)

Victoria, BC V8P 5C2

uvssgm@uvss.ca

250.721.8350

The UVSS Privacy Officer will respond to inquiries within the timeframes required by PIPA. If you are not satisfied with our response, you may contact the **Office of the Information and Privacy Commissioner for British Columbia**.

12. Updates to This Policy

UVSS may update this Privacy Policy from time to time. Changes will be posted on our website and will take effect on the date of posting unless otherwise stated.