

# BOARD MEETING MINUTES

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students  
Board of Directors Meeting, August 21, 2019 – UNC 105

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## 09:00 – CALL TO ORDER

Meeting called to order at 9:06

### Directors Present

|   |                   |
|---|-------------------|
| President .....   | Romil Jain        |
| Vice-President External .....                                     | Taylor Dotto      |
| Vice-President Internal .....                                     | Holly Denby       |
| Vice-President Campus Life (meeting chair) .....                  | Ali Poostizadeh   |
| Director at Large .....   | Emilio Freire     |
| Director at Large .....   | Michael Gauld     |
| Director at Large .....   | Tashia Kootenayoo |
| Director at Large .....   | Kyle Lee          |
| Faculty of Arts & Science Representative ( <i>Science</i> ) ..... | Kebbie Brown      |
| Faculty of Applied Science Representative .....                   | Kaila Spencer     |
| Faculty of Creative & Critical Studies Representative .....       | Sage Cannon       |
| Graduate Studies Representative .....                             | Cassidy Wallis    |
| Board of Governors Representative ( <i>ex-officio</i> ) .....     | Jassim Naqvi      |

### Directors Absent

|  |               |
|--|---------------|
| Vice-President Finance & Operations .....                        | Nimrah Pannu  |
| Faculty of Arts & Science Representative ( <i>Arts</i> ) .....   | Cody Isaac    |
| Faculty of Management Representative .....                       | Kyle Kliss    |
| Faculty of Education Representative .....                        | Ashley Briker |
| Senate Caucus Student Representative ( <i>ex-officio</i> ) ..... | Hogan Kang    |

### Staff Present

|   |                 |
|---|-----------------|
| General Manager .....                   | Lori Stevenson  |
| Advocacy & Governance Coordinator ..... | Sarah Furgason  |
| Well Pub Manager .....                  | Mike Ouellet    |
| Membership Outreach Coordinator .....   | Elizabeth Rusch |
| Finance Manager .....                   | Leanne Smailes  |

## **1. ACKNOWLEDGEMENT OF TERRITORY**

We would like to acknowledge that we are on the traditional, ancestral territory of the Okanagan Nation. We would like to recognize that learning happened in this place long before this institution was established. It's important that we understand that we are very privileged to be living, working, and learning in these territories that are not our own.

## **2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP**

### **19/08/21.01 MOTION**

Dotto/Denby

Be it resolved that the agenda be adopted.

**CARRIED**

## **3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

### **19/08/21.02 MOTION**

Cannon/Dotto

Be it resolved that minutes of the meeting held July 16, 2019 be adopted.

**CARRIED**

### **19/08/21.03 MOTION**

Wallis/Dotto

Be it resolved that minutes of the meeting held July 30, 2019 be adopted.

**CARRIED**

## **4. PRESENTATIONS**

### **4.1 New Club Ratifications**

Denby and Rusch made recommendations on club ratification requests. Representatives from the Sex Positivity Club were present to provide information about their club proposal.

### **19/08/21.04 MOTION**

Denby/Kootenayoo

Be it resolved that the Sex Positivity Club be ratified.

**CARRIED**

### **19/08/21.05 MOTION**

Denby/Kootenayoo

Be it resolved that the Japanese Culture Club and Okanagan Smash League be ratified.

**CARRIED**

## **5. MONTHLY REPORTS**

Monthly reports were presented by Denby, Dotto, Poostizadeh, and Stevenson.

**5.1 President**

**5.2 VP Finance and Operations**

**5.3 VP Internal**

**5.4 VP External**

**5.5 VP Campus Life**

**5.6 General Manager**

**19/08/21.06 MOTION**

Cannon/Gauld

Be it resolved that the monthly reports be approved as attached.

**CARRIED**

**6. QUESTION PERIOD**

**7. COMMITTEE BUSINESS**

**7.1 Executive Committee**

**7.2 Finance Committee**

**7.3 Policy Committee**

**19/08/21.07 MOTION**

Denby/Brown

Be it resolved that minutes of the Policy Committee meeting held August 19, 2019 be adopted.

**CARRIED**

**19/08/21.08 MOTION**

Denby/Kootenayoo

Be it resolved that the Code of Conduct Regulation be approved as attached.

**19/08/21.09 MOTION TO AMEND**

Denby/Gauld

Be it resolved that "except with the approval of the Board by a Two-thirds (2/3) Resolution" be removed from section fifteen, and

Be it resolved that section sixteen (as follows) be removed and the Code of Conduct Regulation renumbered accordingly.

**CARRIED**

**19/08/21.08 CARRIED AS AMENDED**

**19/08/21.10 MOTION**

Denby/Dotto

Be it resolved that the changes to the Privacy Regulation be approved as attached.

**19/08/21.11 MOTION TO AMEND**

Denby/Gauld

Be it resolved that section seven be amended to read "Subject to this Regulation and compliance with PIPA, types of Personal Information collected by the Student Union shall include but not be limited to:

- a. Names;
- b. Addresses;
- c. Social Insurance Numbers;
- d. Birth dates;
- e. Email addresses;
- f. Personal bank account information;
- g. Personal phone numbers; and
- h. Signatures"

**CARRIED**

**19/08/21.10 CARRIED AS AMENDED**

**19/08/21.12 MOTION**

Denby/Cannon

Be it resolved that the Code of Conduct Regulation take effect May 1, 2020.

**FAILED**

**7.4 Campus Life Committee**

**7.5 Campaigns Committee**

**8. REPORT ON UNIVERSITY RELATIONS**

**8.1 Board of Governors**

**8.2 Senate**

**8.3 Other University Committees**

**9. OLD BUSINESS**

**10. NEW BUSINESS**

**19/08/21.13 MOTION**

Gauld/Denby

Be it resolved that Rachel Fortin be hired for the position of Receptionist/Administrative Assistant.

**CARRIED**

**19/08/21.14 MOTION**

Dotto/Cannon

Be it resolved that Shauna-Lee Hildred be hired for the position of Green Text Manager.

**CARRIED**

**19/08/21.15 MOTION**

Dotto/Kootenayoo

Whereas conversion therapy is the pseudo-scientific practice of trying to change an individual's sexual orientation through psychological or spiritual interventions; and

Whereas the Canadian Psychological Association and most medical bodies condemn these practices; therefore,

Be it resolved that a letter be sent to Premier Horgan urging the government to ban conversion therapy in British Columbia.

**CARRIED**

**19/08/21.16 MOTION**

Dotto/Kootenayoo

Be it resolved that the Students' Union will discontinue the sale of single use water bottles from UBCSUO businesses effective October 1, 2019.

**CARRIED**

**11. INFORMATION ITEMS**

**11.1 Discussion and Announcements**

**11.1.1 Greek Life Groups**

**11.1.2 Club Registration Requests**

**11.2 Next Board Meeting Date**

**12. ADJOURNMENT**

Meeting adjourned at 10:33.

# General Manager Work Summary

Lori Stevenson – General Manager

Report Period: July 2019

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students

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## Office & Administration

- Ongoing consultation work with Co-Op student Casey Stein on policy review project – privacy policy, code of conduct, Executive Accountability – all of these received attention and work over the past month
- Ongoing Budget consultations, budget brainstorming meetings and finance committee discussions as we worked to pass the 2019/20 budget
- Space planning discussions held to determine optimal location for the Food Exchange program, as well as planning and streamlining existing storage needs
- Staff team building afternoon – we went and threw some axes at targets to get rid of some stress!

## University Relations & Committees; Other stakeholder meetings

- CASA (Canadian Alliance of Student Associations) presentation meeting
- Follow up meeting with SEO for Food Exchange Transition
- Homecoming Committee meeting –more activities planned for this second year. We will be sponsoring a breakfast tent again as we did last year on the Friday
- Monthly AVP meeting with Rob Einerson, Shannon Dunn and Ian Cull – updated them on Frosh plans, clarified non-student ticket numbers; discussed BoG presentation
- APS meeting – initiated by Cody to discuss how we can better support one another; discussed events and orange shirt day. Asked to facilitate a presentation for their Access Studies program
- Campus Wellness meeting with Casey Stein, Casey Hamilton, Roger Wilson and Melissa Federrson – discussed opportunities to work together; Jack.org Summit; Adulting 101 topics; PRC and WRC training opportunities.
- Red Bull sponsorship meeting

## Events/Projects

- Waste reduction strategy – meetings with Mike, Steph and Sarah regarding our current practices and preliminary steps to bring us in line with some of the campus strategies and developments. Re-thinking our service protocol for eat-in customers in the Well

## Human Resources Work

- Ongoing staff and exec meetings, consultations, 1:1 strategizing meetings etc.
- Completed staff Annual Performance Appraisals with each member of the staff
- Preliminary 2019/20 goal setting meetings with each member of the staff
- Drafted, sought staff and executive input on and finalized the role descriptions for Campus Life Coordinator; Receptionist/Administrative Assistant and Green Text Manager
- Received BCGEU approval of new roles (Reception, Campus Life Coordinator)
- Posted vacant job opportunities on Indeed.com; LinkedIn; Facebook and shared them with BCFS
- Began the process with Aaron of deconstructing his role, determining what needs to be removed, shifted, added etc. Working towards a revised job description.

# Executive Director Work Summary

First Name Last Name – Romil Jain

Report Period: Month July 2018/19

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students

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In accordance with Bylaw X, Executive Directors are required to submit a monthly written report to the Board of Directors, summarizing their activities for that month. This report is designed to provide the Board of Directors with a monthly summary of the activities of each Executive Director.

For the purpose of this report the following shall not be included as eligible work:

- attendance at Board meetings; and,
- production of this work summary;

## Office & Administration

- Daily Email/Office work
- Budget meeting/ Discussions
- Finance and executive committee meetings

## University Relations & Committees

- Kick-off speech touch base
- DVC Committee meeting touch base
- Entrepreneur UBCO meeting to discuss potential event collaboration in 2020
- Human Resource Hiring committee
- Physical activity stakeholder round conference
- Alumni UBC meeting

## Event Support

- Jump start/ Create- Planing/ touch base on requirements for speech
- Street Fest- Advertisement/ Promotion/ Artist
- Queer Orientation Planning for September

## Membership Outreach

- Accelerate Kelowna Collaboration meeting
- Planning membership outreach strategies for September

## Training/Conferences

# Executive Director Work Summary

Ali Poostizadeh – VP-Campus Life

Report Period: June 10th 2018/19

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students

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## Office & Administration

- Several sponsorship meetings with Izzy, Mike and Taylor.
- Developed Expo Sponsorship package and SUO Events Sponsorship package.
- Budget talks with Nimrah Pannu, continuous tweaking of Events & Development line.
- Meeting with Cassidy Wallis to discuss bump to graduate student support from SUO.
- CASA meet and greet.
- Exec Summer Accountability Working Group meetings.

## University Relations & Committees

- Met with SVPRO several times, sat on SVPRO hiring committee.
- First Frosh Planning Committee meeting with all relevant UBC departments to determine the most sustainable way to go about planning Frosh.
- Meeting with Phil Bond and SEO regarding Food Exchange Program
- Participated in the Gateway Transportation Study on campus advocating for student needs.
- Several mental health meetings with Health and Wellness as well as AVP Students office representatives
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## Event Support

- Launched Frosh as well as Frosh lineup.
- Developed marketing plan for Frosh in collaboration with Blueprint.
- Began preliminary steps in planning Frosh Week and first semester events.
- Meetings with security, SVPRO, SARA, and SEO.

## Membership Outreach

- Coordinated and mediated a meeting between security and disgruntled student.
- Managed social media, created several posts for BCFS campaigns

## Training/Conferences

- Attended BCFS Semi-Annual AGM in Nanaimo, BC.

## Other

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## **Executive Director Work Summary**

Nimrah Pannu – VP Finance & Administration

Report Period: Month July 2019

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### **Office & Administration**

- WORKED ON BUDGET 2019-20

The budget was put up on google docs and feedback was taken into consideration and then most were implemented. A lot of work was done on the budget, a lot of numbers were recalculated to double check and research was done on what other schools spend their money on and we finally were at a 77k surplus. BUT, then due to an error found the night before the board meeting, we found out that we had a larger surplus to which we then had a brainstorming meeting which I was unfortunately not able to attend but heard all of the feedback and most again were implemented and discussed with the finance committee. And the final budget was prepared.

- Multiple meetings with Leanne and Lori throughout this month to get the budget done
- The budget was the presented at the last July meeting along with the strategic plan

### **University Relations & Committees**

- Held Finance committee meetings
- Attended policy committee meetings
- Attended the summer exec accountability working group meetings
- Met with UBC Well-being team to discuss future plans

### **Event Support**

#### **Membership Outreach**

#### **Training/Conferences**

### **Other**

- Met with our auditors

# Executive Director Work Summary

Taylor Dotto – Vice President External

Report Period: July 2018/19

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students

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## Office & Administration

- Emails and slack
- Created and sent out the EXPO 2019 sponsorship package
- Ongoing discussions with different sponsoring partners
- Worked on the creation of the campus life job description
- Meeting to discuss upcoming club orientation
- Meeting to brainstorm the allocation of funds for our budget
- Worked on the Exec summer accountability working group

## University Relations & Committees

- Met with the DVC Search Consultant to give input on the hiring of the new DVC
- Campaign committee meeting
- Attended the Gateway Transportation Study discussing transportation in Kelowna for students
- Attended a mental health brainstorming session with other university departments to create ways for the UBCSUO to better sponsor mental health initiatives in the upcoming year

## Event Support

- Nothing to report

## Membership Outreach

- Started the creation of the Game of Loans campaign game that we will be running in September

## Training/Conferences

- Attended the BCFS SAGM

## Other

- Met with Sherry from CASA

# Executive Director Work Summary

Holly Denby – VP Internal

Report Period: July 2019

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students

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  - production of this work summary;
- 

## Office & Administration

- Reviewed budget and strategic plan, created budget proposal breakdown for remaining surplus
- Updated governing documents with new/modified regulations
- Weekly policy check-ins with Casey and Lori
- Policy Committee meetings
- Policy review & research
- Research/preparations for Board meetings

## University Relations & Committees

- N/A

## Event Support

- All Clubs and Course Union Networking Night (Wednesday, Sept 18<sup>th</sup>) – catering, social media graphics, finalizing industry invitation (ongoing)
- Club Orientation – preliminary schedule, session brainstorm (ongoing)

## Membership Outreach

- Continuing to work on Club and Course Union Resource Guide (ongoing - will be completed by Sept 1)
- Created Advocacy Intake Form with Sarah to better address student concerns and streamline process
- Created content for website to assist students with better navigating advocacy options on campus (ongoing)

## Training/Conferences

- N/A

## Other

- Received and addressed faculty concerns (1 received this month)
- Received and addressed club/course union concerns



# REGULATION XII – CODE OF CONDUCT

- 1 In this Regulation unless the context otherwise requires:
  - a. “Apparent Conflict of Interest” means a Private Interest which a reasonable person would think could lead to professional judgement being compromised;
  - b. “Conflict of Interest” means a Private Interest which, contrary to the obligation and duty to act in the best interests of the Student Union, exploits relationships or privileges for personal gain; and
  - c. “Private Interest” means any interest, including but not limited to pecuniary interest, whereby an individual would gain a benefit, privilege, exemption or advantage from the action of the Student Union which is not available to the Members.

## General Provisions

- 2 The Board of Directors shall conduct all business in accordance with the stipulations of the Societies Act and the UBCSUO Constitution, Bylaws, Regulations and Procedural Manual. This commitment requires that the Board of Directors act ethically, professionally, and with the proper decorum as individuals and a group.
- 3 Directors shall:
  - a. Act in accordance with the Human Rights Act as it relates to the individual’s race, ethnicity, language, religion, marital status, preferred gender, sexual orientation, age, disabilities, economic status, political affiliation, and national ancestry;
  - b. Respect the professional and intellectual work of others, giving those others full credit and citations when reproduced in any form;
  - c. Attend Board and committee meetings having adequately prepared for all deliberations; and
  - d. Encourage constructive criticism and make themselves open to suggestions for improvement;
- 4 Directors shall not:
  - a. Attempt to exercise individual authority over the Student Union, except as set forth explicitly in the Board Policies, and to that end must:
    - i. Respect and apply the principle of confidentiality when dealing with issues of a sensitive nature, in accordance with the UBCSUO Privacy Regulation; and



- ii. Sign with the acknowledgement and agreement to act in accordance with this code of conduct.
  - b. Store recreational drugs or alcohol on Student Union premises;
  - c. Be under the influence of recreational drugs or intoxicated while conducting Student Union business or acting as a director in any capacity;
  - d. Engage in any form of sexual activity on Student Union premises;
  - e. Use confidential or privileged information for personal benefit or gain, and must obey the provisions of the SUO Privacy Regulation;
  - f. Disclose any information discussed in an *in camera* meeting of the Student Union without the authorization of the Board of Directors.
- 5 Upon taking office, all directors shall attend mandatory sexual harassment and wellness training. The General Manager shall be responsible for the coordination of these training sessions.

### **Conflict of Interest**

- 6 In addition to the provisions on Conflict of Interest in the Societies Act, Directors are also required to follow the subsequent provisions on Conflict of Interest in this Regulation.
- 7 If the Board of Directors or a Committee so directs by Resolution, a Director may answer questions pertaining to the issue on which they have a Conflict of Interest or an Apparent Conflict of Interest.
- 8 If a Director who has a Conflict of Interest or Apparent Conflict of Interest is chairing a Board Meeting or Committee Meeting, they shall relinquish the chair while the issue on which they have a Conflict of Interest or Apparent Conflict of Interest is being discussed.
- 9 If the Board or a Committee of the Board moves *in camera* to discuss an issue on which a Director is in a Conflict of interest or an Apparent Conflict of Interest, that Director shall be required to remove themselves from the *in camera* session in which the issue is to be discussed, unless specifically invited to stay by a Two-thirds (2/3) Resolution of the Board or Committee.
- 10 If a Director is uncertain about whether they are in either a Conflict of Interest or an Apparent Conflict of Interest, the Director shall inform the Board or Committee of the possible Conflict of Interest and the Board or Committee to decide upon the matter.
- 11 If a Director believes that another Director may be in a Conflict of Interest or an Apparent Conflict of Interest, they shall ask the Board or Committee to decide the matter.



- 12** If a staff member believes that a Director may be in a Conflict of Interest or an Apparent Conflict of Interest, they shall ask the Board or Committee to decide the matter.
- 13** A Director's Private Interest may include the Private Interests of the Director's family and the Private Interests of a companion, business associate or a close friend of the Director, to be determined at the discretion of the Board.
- 14** No Executive Member of the Board or other Director of the Student Union may accept a fee, a gift, a personal benefit or hospitality that is offered or tendered by virtue of their position as an Executive or a Director, unless authorized to do so by the Board.
  - a.** This shall not apply to a gift or personal benefit that is incidental to the protocol or social obligations that normally accompany the responsibilities of office; unless
  - b.** The gift or personal benefit exceeds \$150 in value, or the total value received directly or indirectly from one source in any twelve (12) month period exceeds \$150. In this case, the Director must immediately disclose to the Board, in writing:
    - i.** The nature of the gift or benefit;
    - ii.** Its source; and
    - iii.** The circumstances under which it was given and accepted.
  - c.** Upon the disclosure of a gift or personal benefit as referred to in subsection b), the Board shall either allow the recipient to keep the gift or benefit, direct that the gift or benefit be returned, or direct that the gift or benefit be disposed of in any other manner it sees fit.
- 15** No Executive Member of the Board of Directors shall hold a significant position, including but not limited to executive positions, within a Student Association except with the approval of the Board by a Two-thirds (2/3) Resolution.
- 16** An Executive Member of the Student Union who is permitted by the Board of Directors to hold a significant Student Association position in accordance with paragraph 14) above still may not do any of the following:
  - a.** Sign any cheque or contract on behalf of the Student Association;
  - b.** Be the Student Union signing officer approving funds for said Student Association; or
  - c.** Advocate within the Student Union on behalf of the Student Association.

### **Non-compliance**



**17** Any Director who contravenes this Code of Conduct may be directed by a Resolution of the Board to:

- a.** Pay restitution to the Student Union for any financial loss suffered by the Union as a direct result of the Director's action;
- b.** Account for, and dispose of, any profits made as a result of a breach of this Section;
- c.** Return or otherwise restore the Student Union's property taken, damaged or destroyed by a direct action of that Director;
- d.** Vacate/be removed from their office; or
- e.** May be subject to other disciplinary measures at the discretion of the board.

#### **Director Acknowledgement**

**18** In accordance with this Regulation, all Directors shall be required to sign a contract upon taking office acknowledging they have read, are familiar with, and will abide by this Code of Conduct and Appendices A, B and C of this Regulation

**19** Any Director who fails to fulfill their commitment to this contract may be subject to the disciplinary measures in this Regulation and/or legal consequences of not fulfilling their end of a contract under Contract Law.

**20** Any Director who refuses to sign this contract shall be removed from office.



## REGULATION VIII – PRIVACY

- 1 In this Regulation, unless the context otherwise requires:
  - a. “Employee Personal Information” means employment-related personal information about an individual that is collected, used or disclosed solely for the purposes reasonably required in an employment relationship between an organization and an individual;
  - b. “Express Consent” is written or verbal consent obtained through notifying an individual how and why their Personal Information is being collected and that individual willingly agreeing to this action;
  - c. “Implied Consent” is written or verbal consent in which notification of collection and use is not needed, because the purpose of collecting this Personal Information should be obvious to a reasonable person;
  - d. “Information Sharing Agreement” is a contract which outlines the terms and conditions for sharing Personal Information in accordance with PIPA;
  - e. “Opt-out Consent” is the same as Express Consent with the additional stipulation that the individual shall be given the option not to participate by un-checking an agreement box;
  - f. “Personal Information” means any information about an identifiable individual and includes Employee Personal Information but does not include contact or work product information;
  - g. “PIPA” means the Personal Information Protection Act of British Columbia; and
  - h. “Privacy Officer” means the employee appointed to ensure that the Student Union is in compliance with PIPA.
- 2 This Regulation applies to all operations of the Student Union.

### Privacy Officer

- 3 If the Student Union does not have an individual appointed as Privacy Officer, the Board of Directors shall appoint a staff member to fill this vacancy.
- 4 The Privacy Officer shall be responsible for:
  - a. Creating a Privacy Management Program for the Student Union;
  - b. With cooperation from the General Manager, implementing the Privacy Management Program for the Student Union;
  - c. Facilitating a privacy training program for Student Union staff and, on an annual basis, the incoming Executive Committee;
  - d. Representing the Student Union on all privacy-related matters;
  - e. Ensuring there are proper reporting mechanisms in place to monitor that the Privacy Management Program is functioning effectively;





- f. Developing and maintaining a Personal Information Inventory which records the type, use, and sensitivity of Personal Information the Student Union collects;
  - g. Submit a report to the policy committee on an annual basis on recommended changes to this Regulation and related policies in the procedural manual;
  - h. Fostering an overall culture of privacy within the Student Union; and
  - i. Any additional duties assigned to them in this Regulation or by PIPA.
- 5** The Student Union shall provide the contact information of their privacy officer on their website and any social media accounts and shall make this information clear and easily accessible.
- 6** The Privacy Officer must be aware of all provisions of both PIPA and this Privacy Policy and understand their duty to carry out all responsibilities designated to them in all parts of this Privacy Policy.

### **Collection and Use of Personal Information**

- 7** Subject to this Regulation and compliance with PIPA, types of Personal Information collected by the Student Union shall include but not be limited to:
  - a. Names; and
  - b. Email Addresses
- 8** Subject to this Regulation and compliance with PIPA, uses of Personal Information collected by the Student Union shall include but not be limited to:
  - a. Employee records;
  - b. Volunteer signup;
  - c. Opt-out information;
  - d. Online event registration;
  - e. Providing information about Student Union elections;
  - f. Advocacy-related projects; and
  - g. Job application information.
- 9** The Student Union shall only collect and use Personal Information to the extent that a reasonable person would deem necessary to fulfill the specific purpose for which it is being collected and used.
- 10** The Student Union may not collect or use the Personal Information of any individual whose Personal Information isn't relevant to the specific purpose of collection or use.
- 11** The Student Union shall require either Express Consent or Implied Consent when collecting and using Personal Information and may only use Opt-Out Consent as a last resort, in accordance with PIPA.



- 12** The Student Union shall notify an individual each time their Personal Information is being collected or used for a new purpose, and an individual may withdraw their consent to having their Personal Information collected or used at any time.
  - a. The Student Union must notify individuals of the collection of their Personal Information at the time the collection occurs.
- 13** The Student Union may collect or use Employee Personal Information without consent if a reasonable person would deem it necessary to establish, manage, or terminate an employment relationship.

### **Consent**

- 14** In accordance with PIPA, consent cannot be considered Implied Consent unless it was voluntarily given by the individual for the implicit purpose.
- 15** The Student Union must provide individuals enough information to allow them to make an informed decision when they must choose whether to give Express Consent.
- 16** Deceptive, false, or misleading practices used to collect Personal Information are not legitimate means of obtaining consent.
- 17** The Student Union may only collect, use, or disclose Personal Information with the consent of a source other than the owner of this Personal Information if:
  - a. It is clearly in the interests of the individual and consent cannot be obtained in a timely way;
  - b. The Personal Information is necessary for medical treatment and the individual is unable to give consent;
  - c. The Personal Information is collected visually at a public performance, sports meet or similar event that the individual voluntarily attends;
  - d. The information is used to decide if an individual is suitable for an honour, award or other similar benefit;
  - e. The information is necessary to collect or pay a debt owed to or by the Student Union; or
  - f. It is required by law.
- 18** The Student Union is required to provide an easily accessible, up-to-date copy of this privacy policy on their website due to recognition that all Members should be aware of their right to consent.



### **Disclosure of Personal Information**

- 19 The Student Union shall only disclose Personal Information to the extent that a reasonable person would deem acceptable in the specific circumstance and when deemed necessary.
- 20 The Student Union shall require either Express Consent or Implied Consent when disclosing Personal Information and may only use Opt-Out Consent as a last resort, in accordance with PIPA.
- 21 The Student Union may disclose Employee Personal Information without consent if a reasonable person would deem it necessary to establish, manage, or terminate an employment relationship.
- 22 If a Board or staff member of the Student Union is unsure whether they have the authority to disclose Personal Information under PIPA, they shall consult the Privacy Officer before releasing any such information.
- 23 The Privacy Officer and Vice-President External shall be responsible for ensuring an Information Sharing Agreement is prepared and agreed upon for all intended exchanges of Personal Information between the Student Union and an external party. This Agreement must establish:
  - a. The roles and responsibilities for each party;
  - b. When and how the sharing of Personal Information may occur;
  - c. Limits on use and disclosure of Personal Information;
  - d. Required safeguards;
  - e. How and when Personal Information shall be returned or destroyed;
  - f. The processes for all parties to report and manage any suspected breaches; and
  - g. How each party will monitor compliance with the Information Sharing Agreement.

### **Retention of Personal Information and Personal Information Inventory**

- 24 For greater certainty, the Personal Information Inventory shall not contain the actual Personal Information collected by the Student Union.
- 25 The Personal Information Inventory shall only be accessible to the Privacy Officer and Finance Manager, and all other individuals must go through the Privacy Officer to obtain any of its contents.
- 26 The Privacy Officer must make a reasonable effort to ensure Personal Information is accurate and complete, and on an annual basis shall:



- a. Review and update the Personal Information Inventory;
  - b. Review and provide recommendations to this Regulation and related policies;
  - c. Assess risks to security of Personal Information and evaluate whether security controls are functioning effectively;
  - d. Propose revisions to security controls if they are not functioning effectively; and
  - e. Review the privacy management training program to see if it is still current, ensuring all staff and executives have participated in training *before* accessing Personal Information.
- 27 The Personal Information Inventory shall specify the sensitivity of the Personal Information collected by the Student Union, and therefore the stringency with which this information must be secured.
- 28 The Personal Information Inventory shall also specify who Personal Information may be collected from, why it is collected, and where it is stored.

#### **Destruction of Personal Information**

- 29 As per PIPA, Personal Information must be destroyed or anonymized as soon as it is no longer needed for any legal or business reasons.
- 30 The Privacy Officer shall redact all additional Personal Information collected which is not relevant to the purpose of collection.
- 31 The Privacy Officer shall purge all Personal Information maintained by the Student Union no longer needed in the months of April and December each year.
- 32 If Personal Information is used to make a decision about an individual, it must be kept for a full year in accordance with PIPA so that the individual can request access to their Personal Information after the decision has been made.

#### **Protection of Personal Information**

- 33 Any Student Union Board or staff member who deems it necessary to access Personal Information to fulfill a specific purpose related to the duties of their position must go through the Privacy Officer to gain access to this information.
- 34 The Privacy Officer may refuse access to Personal Information for any individual if the Privacy Officer determines that providing them with access to this information would be in violation of PIPA.
- 35 If the Board of Directors believes that a specific scenario in which granting an individual access to Personal Information is in line with PIPA and necessary to



accomplish a specific purpose of the Student Union, they may overrule the Privacy Officer by two-thirds (2/3) vote.

- 36** In coordination with the Privacy Officer, the Vice-President External shall communicate on an annual basis to all external service providers or contractors who receive Personal Information from the Student Union its expectation on the privacy and security of the Personal Information of its Members in accordance with the relevant Information Sharing Agreement.
- 37** Any complaints received about the Student Union's management of Personal Information shall be directed to the Privacy Officer, who has a fiduciary duty to investigate and determine the legitimacy of these complaints and how they shall best be addressed.
- 38** The detailed process for the investigation and addressing of complaints regarding Personal Information shall be specified in the procedural manual and in the Privacy Management Program.
- 39** If the Privacy Officer believes a complaint has been substantiated, they shall determine and implement necessary revisions to the Privacy Management Program to better meet the Student Union's obligations to PIPA and to avoid similar occurrences in the future.
- 40** The protocol for breaches to the security of Personal Information possessed by the Student Union shall be specified in the procedural manual and in the Privacy Management Program.
- 41** In accordance with PIPA, any Personal Information stored on paper must be securely stored and only accessible to the Privacy Officer. Additionally, any Personal Information stored digitally must be properly encrypted and password protected, and only accessible to the Privacy Officer.
- 42** The Privacy Officer shall ensure on an annual basis that Student Union computer systems are protected with firewalls, anti-virus software, and intrusion detection, and that these protections are fully functioning.
- 43** The Privacy Officer shall ensure on an annual basis that all digitized Personal Information is backed up and encrypted in a password protected server located within Canada.
- 44** The Privacy Officer shall monitor Student Union Board and staff members on their compliance with PIPA on a continual basis, and in the event of non-compliance shall communicate to the Executive Committee the need for addressing such



non-compliance. The Executive Committee, in coordination with the Privacy Officer, shall then develop and implement a plan to address this issue.

- 45 Any Student Union Board or staff member who is accessing Personal Information shall ensure such Personal Information is not accessible to anyone beyond themselves and the Privacy Officer, and that the Personal Information is returned to its secure storage location as soon as it is no longer needed by that individual.
- 46 Any Student Union Board or staff member who comes across a suspected breach of Personal Information shall report this to the Privacy Officer immediately upon discovery.

### **Right to Access**

- 47 Any individual has the right to access and request corrections to their own Personal Information at any time, and the Student Union has the duty to provide them with their Personal Information as soon as it is able.
- 48 *Any student who has concerns about this Regulation, the Student Union's handling of Personal Information, or other privacy-related inquiries may contact the Office of the Information and Privacy Commissioner (OIPC) at 250-387-5629 or [info@oipc.bc.ca](mailto:info@oipc.bc.ca).*
- 49 An individual may request access to their Personal Information by filling out a Personal Information Request Form, contacting the privacy officer, or submitting an access request on the UBCSUO website.
- 50 If an individual requests that their Personal Information should be corrected, the Privacy Officer must correct this information or make a note that this correction was requested but not made, which must include the reason why this correction was not made.
- 51 An individual may file a complaint regarding the Student Union's collection, use or disclosure of Personal Information by filling out a Personal Information Complaint Form, contacting the privacy officer, or submitting a Personal Information Complaint on the UBCSUO website.