



Nova Scotia Nurses' Union

# PRIVACY POLICY

At the NSNU, the security of your personal information is an important aspect of how we operate. Maintaining confidentiality in collecting, using and disclosing member information is extremely important to us. As such, NSNU has developed the following privacy policy to inform members of our continuing commitment to the protection of member data.



The NSNU is a membership-focused, proactive union, sensitive and responsive to the ever-changing needs in an evolving health care system. We are strongly committed to protecting the personal information of members, ensuring accuracy and security.

This policy aligns with the Federal Personal Information Protection & Electronic Documents Act (PIPEDA).

# WHAT PERSONAL INFORMATION DO WE COLLECT?

● **NAME**

● **DATE OF BIRTH**

● **PHONE / FAX #**

● **ADDRESS**

● **EMAIL ADDRESS**

## **EMPLOYMENT INFORMATION**

Designation, sector, facilit(ies), employment type (FT, PT, casual), and employment status (active, LOA, LTD, inactive, retired)

## **UNION MEMBERSHIP**

Info related to bargaining, administration of collective agreements and employment relationships (including but not limited to medical, benefits, WCB claims, grievances and other legal complaint-related information, correspondence, investigation records, evaluations, etc.)

## **SOCIAL INSURANCE NUMBER**

Required for salary replacement or double-dues refunds

## **GENDER IDENTITY**

*OPTIONAL*

Requested to better understand the diversity of our membership, promote inclusivity and support informed policy-making

# USE OF PERSONAL INFORMATION

The NSNU is committed to providing labour relations services, educational opportunities, and up-to-date information in the field of professional practice and healthcare, as well as information regarding the Union. To meet these goals, the NSNU may collect, use and disclose personal information of members, when applicable, for the following purposes:

- » VERIFY THE IDENTITY OF NSNU MEMBERS
- » REGISTER MEMBERS FOR NSNU EVENTS
- » PERMIT & ASSIST NSNU MEMBERS TO CONNECT WITH EACH OTHER & PARTICIPATE IN NSNU ACTIVITIES
- » INVESTIGATE AND RESOLVE THE FOLLOWING:  
Grievances, Workers' Compensation Board claims, long-term disability claims, Nova Scotia Labour Board issues and other legal issues, workload and quality patient care issues and professional practice issues
- » RESEARCH TRENDING TOPICS
- » ASSESS ELIGIBILITY FOR PRODUCTS & SERVICES
- » COMMUNICATE & PROVIDE INFORMATION ABOUT MEMBER BENEFITS

## Who **protects the personal information** collected, used & disclosed by the NSNU?

The President and Executive Director of the NSNU, the Board of Directors, Local Executive members and NSNU employees are responsible for ensuring compliance with this privacy policy.

## How **secure** is the personal information stored at the NSNU?

Member information is protected from unauthorized access, unintended disclosures or theft. This protection is provided by network security, protective passwords, restricted access to file storage and offices. Staff are assigned access to information as deemed necessary.

## How long does the NSNU **retain personal information**?

The NSNU retains personal information only for as long as is required to fulfill the purposes stated within this policy, and to meet all requirements by law.

## How **accurate** is the personal information collected, used and disclosed by the NSNU?

The NSNU strives to ensure member information is current. Information provided to NSNU is only as accurate as the data received from members and employers.

To add or update member information (i.e. address, surname, place of work), complete NSNU's [Member Information Form](#) at the link or QR code on the right of this page.

## How do NSNU members provide **consent** for the collection, use and disclosure of their personal information?

The NSNU acts as the exclusive bargaining agent for its members. Labour law grants authority to collect personal information that relates to collective bargaining or collective agreement administration. Individual consent of members is not required since the NSNU needs this information to carry out its lawful activities as the exclusive bargaining agent. This policy does not limit this legal authority.

Individuals provide consent by choosing to work in a facility represented by the NSNU, by providing personal information to the NSNU to obtain service, and through your employer.

NSNU staff, Board of Directors and Local Executives have access only to the personal information provided by the member and employer that is required to fulfill the purposes stated within this policy. Personal information about prospective members may be collected from individuals when they approach the NSNU for organizing.

### Member Information Form



PLEASE ALLOW UP  
TO 7 BUSINESS DAYS  
FOR YOUR CHANGES  
TO BE FINALIZED

SCAN QR WITH DEVICE OR VISIT:  
[forms.office.com/r/paX34P4cmY](https://forms.office.com/r/paX34P4cmY)

## With whom does the NSNU **share information**?

The NSNU may share member information with service providers, affiliates, affinity programs, and others who assist the organization including lawyers, primary care practitioners, accountants, and other professionals. Those who conduct research for NSNU, as well as printing and mailing services, are provided with membership data. All third-parties engaged in activities with the NSNU must adhere to non-disclosure agreements.

These parties are not permitted to use identifiable information except for the purpose of providing these services.

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## How can individuals **learn more** about the NSNU's Privacy Policy?

Updated versions of the policy will be posted on the NSNU website at [nsnu.ca](https://nsnu.ca) as required.

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## How can members communicate their **concerns** about their personal information?

If a member has a concern or complaint related to the NSNU privacy policy, please contact the provincial office at [nsnu.office@nsnu.ca](mailto:nsnu.office@nsnu.ca).

## Who can **access** member information on file with the NSNU?

Members have the right to seek access to their personal information within the NSNU. They also have a right to know if their information has been disclosed to a third-party. If a member wishes to access their personal information, they must contact the NSNU via email ([nsnu.office@nsnu.ca](mailto:nsnu.office@nsnu.ca)).

Except where required by law, NSNU's policy reserves the right to restrict access to personal information in the following cases:

- » Privileged information
- » Medical evaluations prepared at the request of the NSNU
- » Where disclosure is prohibited by law
- » Information concerning persons other than the individual seeking access
- » Information given to the NSNU in confidence
- » Information which could threaten or harm the life, health safety or security of the individual seeking access. The NSNU may consider releasing information to a health practitioner assisting the individual
- » Where doing so might prejudice any claim brought by the NSNU on the individual's behalf
- » Information relating to any dispute settlement process between the NSNU and the individual seeking access
- » Notes and other work products of NSNU staff
- » Information which could threaten or harm the life, health, safety or security of individuals other than the individual seeking access
- » Wherein the NSNU's views the request as frivolous, vexatious or made in bad faith