

1. CALL TO ORDER

Call to Order – 1:04 PM

2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x^wməθk^wəy^əm (Musqueam), S^kw^wú7mesh Úxwumixw (Squamish), Sel^íl wítlh (Tseil-Waututh), k^wik^wə^ləm (Kwikwetlem) and Katzie Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

3. ROLL CALL OF ATTENDANCE

3.1 Board Composition

President (<i>Chair</i>).....	Osob Mohamed
VP External Relations.....	Samad Raza
VP Finance.....	Corbett Gildersleve
VP Student Services.....	Matthew Provost
VP Student Life.....	Jennifer Chou
VP University Relations	Gabe Liosis
At-Large Representative	Balqees Jama
At-Large Representative	Phum Luckkid
Faculty Representative (Applied Sciences)	Harry Preet Singh
Faculty Representative (Arts & Social Sciences)	Sude Guvendik
Faculty Representative (Business)	Mehtaab Gill
Faculty Representative (Communications, Art, & Technology)	Haider Masood
Faculty Representative (Education)	Emerly Liu
Faculty Representative (Environment)	Anuki Karunajeewa
Faculty Representative (Health Sciences).....	Nafoni Modi
Faculty Representative (Science).....	WeiChun Kua

3.2 Society Staff

Administrative Assistant	Somayeh Naseri
Campaign, Research, and Policy Coordinator	Sarah Edmunds
Transition Manager	Lawrence Jones
Communications Coordinator	Sindhu Dharmarajah

3.3 Guests

The Peak Coordinating News Editor	Karissa Ketter
Council/Board Liaison.....	Ryan Vansickle

3.4 Regrets

Faculty Representative (Business).....	Mehtaab Gill
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4. RATIFICATION OF REGRETS

4.1 MOTION BOD 2020-09-04:01

Nafoni/Corbett

Be it resolved to ratify regrets from Mehtaab Gill (non-Society work conflict).

CARRIED UNANIMOUSLY

- Would like to see him attend one meeting a month.
- Would like to see a plan to know how he will do Society work around his work schedule.
- He will be doing Board work as he will be chairing Surrey Campus Committee, and the Board should consider how he is working to afford tuition.
- President will communicate these concerns with Faculty Representative (Business).

5. ADOPTION OF THE AGENDA

5.1 MOTION BOD 2020-09-04:02

Corbett/Gabe

Be it resolved to adopt the agenda as amended.

CARRIED AS AMENDED UNANIMOUSLY

- Add 7.4 Discussion Item about SUB being open/closed in the Fall semester.
- Add motion as 6.5 New Business SFSS New Mode Subscription.
- Add 7.5 Discussion Item Faculty of Applied Science Student Group and Union funding.
- Add motion as 6.6 New Business Condemnation on SFU'S Decision to Increase Tuition During COVID-19 Pandemic at SFSS's Fall 2020/21 AGM.
- Add motion as 6.7 New Business CPR Hiring Committee.
- Add motion as 6.8 New Business Status of SUB for Fall Semester.

6. NEW BUSINESS

6.1 Privacy Policies – MOTION BOD 2020-09-04:03

Gabe/Matt

Be it resolved that the Board of Directors adopt SFSS Privacy Policies as attached.

Be it further resolved, as per R-2.6 of SFSS Board Policies, to amend R-2.5 to include "SFSS Privacy Policies" as part of Administrative Policies.

CARRIED UNANIMOUSLY

- Notice of Motion at previous meeting.
- One of the last packages of policy that needed to be updated after the changes in Governance restructuring.

6.2 Branded Face Masks– MOTION BOD 2020-09-04:04

Corbett/Anuki

Whereas BC has entered a second wave of COVID-19 cases

Whereas it would be prudent for the SFSS to have a stock of reusable face masks for students, staff, and board members

Whereas the communications department has provided a quote from 4imprint for 250 face masks

Be it resolved that the Board approve spending \$1945.08 for the purchase of 250 face masks to be given to students, staff, and members of the Board for the fall term.

CARRIED UNANIMOUSLY

- Refer to link: <https://www.4imprint.ca/product/C158793/Comfy-2-Ply-Face-Mask>
- SFSS should have its own set of masks to give out to students, especially at the Food Hub.
- Having it reusable is more sustainable than disposable ones.
- Picked the more expensive one, because they have better ear bands, and are better quality.

- The masks might not be medical grade, but they follow the health guidelines of 2-ply cotton.
- Can give them out at Food Hub, or just handing them out as students on residence walk into buildings. Only ordering 250, so will need to spread out distribution.
- More happening and more people on-campus during Fall semester than Summer semester.
- There are other vendors, but also wanted to support a Canadian company, and have high quality. These will also be delivered to campus which makes it contactless.
- There is the possibility of buying from another company for a future order as well.
- People will be more willing to wear them often if they are good quality.
- Branding is good cause it shows that the SFSS is supporting the students, and that they're trying to engage despite the pandemic.
- Most students on residence already have a mask from Housing, but it does not hurt to have backups. SFSS can also collaborate with CAs and RHA as they can help distribute.
- People have been asking for reusable masks at Food Hub and SFSS has been giving out a lot of disposable masks so going ahead with this would be ideal.

6.3 Professional Development: Out on Campus Designated Assistant– MOTION BOD 2020-09-04:05

Corbett/Matt

Whereas, concerning Professional Development, the CA does not distinguish between classifications of staff, stating in Article 26 that:

- a. The Employer shall grant leave with pay to attend the course and write examinations.*
- b. The Employer shall reimburse the employee's tuition fees for the course upon successful completion of the course." and,*

Whereas the Personnel Policies (PPs) state that "All Permanent full-time employees and Designated Assistants as described in the Collective Agreement are eligible to apply for Professional and Personal Development" but,

Whereas the SFSS 2020/21 annual budget allocates funding only to Coordinators,

Whereas at a quorate meeting of the Finance and Administrative Services Committee on August 28th, 2020 recommended to the Board of Directors to approve the Professional Development request.

Be it resolved that the Board of Directors approve the request for the 3 courses by Out on Campus Designated Assistant, Noah Jensen, Indigenous Perspectives, Live Virtual Crisis Response and Occupational Level 1 First Aid, a total cost of \$581.70 from line item 797/31.

CARRIED AS AMENDED UNANIMOUSLY

- Amend 'Be it resolved clause' to strike the unnecessary "to" in "Be it resolved that the Board of Directors to approve the request."
- All level of staff can have professional development as laid out in Personnel Policy and Collective Agreement, but there is no funding set aside for staff who are not Coordinators.
- Plenty of room in the Professional Development line item to finance this.

6.4 Women's Centre Coordinator Professional Development– MOTION BOD 2020-09-04:06
Corbett/Sude

Whereas the Personnel Policies (PPs) state that "[w]here there is a discrepancy between those (sic) Collective Agreement and these policies, the Collective Agreement shall take precedence", and,

Whereas the PPs place a spending cap on PD at "a maximum of \$2,000.00 in any one (1) fiscal year." but,

Whereas, concerning Employer approved Professional Development, the CA states that:

- a. The Employer shall grant leave with pay to attend the course and write examinations.*
- b. The Employer shall reimburse the employee's tuition fees for the course upon successful completion of the course." and*

Whereas at a quorate meeting of HR and Personnel Committee on Friday, Aug 27, 2020, the committee approved in principle of the request for PD based on written motivation from the Coordinator,

Whereas at a quorate meeting of the Finance and Administrative Services Committee on August 28th, 2020 recommended to the Board of Directors to approve the Professional Development request.

Be it resolved that the Board of Directors approve the request for the 3 day course, "Virtual Instructor-Led Change Management Certification Program" from Women's Centre Coordinator Athena Guertin, \$3465 from line item 797/31.

CARRIED UNANIMOUSLY

- President, Finance and Administrative Services Committee and HR and Personnel Committee decided that this was a reasonable request and that the course is relevant and helpful for the Women's Centre Coordinator to take.

6.5 SFSS New Mode Subscription– MOTION BOD 2020-09-04:07

Nafoni/Gabe

Whereas the SFSS actively engages in different campaigns in benefit of the student body,

Whereas a key tactic used in campaigning strategies includes the use of automated email scripts,

Be it resolved to buy a subscription to New Mode for up to \$1700 for three months to be used by the SFSS for campaigning purposes paid for from an appropriate line item to be decided by VP Finance.

CARRIED AS AMENDED UNANIMOUSLY

- New Mode is a software used for digital campaigning for grassroots organizations. Can be used for email campaigns, live tweeting, petitions and other actions.
- It costs \$149/month or \$1400/year for one action for a month. Faculty Representative (Health Sciences) recommends getting a trial for three months. There are different price points for how many actions you take each month.
- There are three action campaigns that we would need it for right now including TMX letter campaign (September), and mandatory anti-racism education working group (October).
- Easy to use for students who are participating.
- Dogwood BC uses this program as well and from a privacy perspective it's very safe.
- Will be used by Board and Committee mainly. Not sure what the capacity of sharing the subscription is, but there is room for collaborating with the SFSS to use their subscription. DSUs are always welcome to purchase subscription with core funds as well.
 - Sharing with student groups is a bridge to cross over when the situation comes up.
- Get three actions because it makes it easier.
- They offer a lot of support and they run out of Vancouver.
- Amend the 'Be it resolved clause' to read "Be it resolved to buy a subscription to New Mode for up to \$1700 for three months to be used by the SFSS for campaigning purposes paid for from an appropriate line item to be decided by VP Finance."

6.6 Condemnation on SFU'S Decision to Increase Tuition During COVID-19 Pandemic at SFSS's Fall 2020/21 AGM – MOTION BOD 2020-09-04:08

Osob/Gabe

Whereas Simon Fraser University undergraduates have reported unprecedented financial hardship in the face of the COVID-19 pandemic,

Whereas one of the strategic priorities of the Simon Fraser Student Society is to advocate and push for the financial health and well-being of our members,

Whereas the Simon Fraser University Board of Governors passed a vote in favour of implementing a 2% increase in tuition for domestic undergraduates students and a 4% for international

undergraduate students for the 2020/2021 academic year despite the extreme financial hardship being faced by our membership during the COVID-19 pandemic,

Be it resolved that the Board of Directors approve the addition of an ordinary resolution vote to the Fall 2020 Annual General Meeting agenda to condemn the university's decision to increase domestic and international undergraduate tuition for the 2020/2021 academic year.

CARRIED UNANIMOUSLY

- Earlier this year, the university asked for feedback from the SFSS and GSS on their drafted budget for the university but gave extremely limited time to provide feedback which is a problem.
- The Board of Governors went on to approve that budget which increased tuition.
- There has been a lot of student push back as students are facing financial hardship.
- The condemnation vote is a powerful tool for SFSS to use in lead up to a bigger action.
- This problem stems from the Provincial government refusing to focus on providing funding for post-secondary education.
- Students are being put into high risk situations to afford tuition and living especially with COVID-19.
- If we get a go ahead today, we can start drafting a motion for the AGM agenda.
- Not a lot of people recognize the AGM as a body to mobilize students. TSSU AGM is very collaborative. This is a good opportunity to begin mobilizing students and incentivize them to come.
- Quebec students have successfully mobilized students towards this issue.
- Irresponsible and inconsiderate of university to do this despite what students are facing.
- A good way to hold SFU accountable as well because the quality of the education is not the same right now.
- A great opportunity to start educating students on the larger issues behind tuition increase as well.
- SFU Board of Governors had refused partnering with TFN in 2019 to lobby the government to take this issue seriously.
- SFSS needs to lead students because a lot of students aren't aware of the power they can have, and collective power is important.
- Potential of hosting a panel discussion or Instagram takeovers to increase student awareness on this topic.
- SFU COVID-19 Coalition is planning educational campaign regarding tuition.

6.7 CPR Hiring Committee – MOTION BOD 2020-09-04:09

Corbett/Anuki

Be it resolved to appoint Sude Guvendik to the Campaign, Policy and Research Assistant Hiring Committee.

CARRIED UNANIMOUSLY

- Need to have two employer reps on it, and no one on the HR & Personnel Committee was available, so we're opening it up to the Board.
- It's a great experience to learn more about interview questions, and what goes on behind the scenes of hiring committees.
- It is part of your responsibility as a Board member to take on projects like this if you're available.
- Amend the motion to replace x to Sude Guvendik.

6.8 Status of SUB for Fall Semester – MOTION BOD 2020-09-04:10

Gabe/Corbett

Be it resolved that the Board of Directors upon taking occupancy of the Student Union Building keep it

closed to everyone but essential personnel only until November 1st, 2020.

Be it further resolved that before November 1st, 2020 the Executive Committee may recommend to the Board of Directors to continue maintaining the SUB closure or not based on COVID-19 case numbers, society readiness, and other relevant factors.

CARRIED UNANIMOUSLY

- Limited access on campus right now, and most services and food options are closed as well.
- Calls to limit social circle from Provincial Health Officer.
- The only reason Board members are working on campus is because of the Food Hub which is an essential service for students. It is always the same Board members who are also a part of each other's social circles.
 - VP Student Services will be recommending implementing Board working group pods in upcoming meeting.
 - Also, recommendations to come regarding scheduling office space as needed.
- Stay home as much as possible and stay out of the office even if you are on campus unless you need to be there.

7. DISCUSSION ITEMS

7.1 University and Academic Affairs Committee Update

- Been discussing ways to mobilize students around the tuition hikes that have been happening and what ways to best do this online.
- Focus on education on why tuition is so important, what it is and what the role of students in the university structure is.
- Hoping to use this information to mobilize students to come to the AGM.
- Also been working on a second COVID-19 survey that will be going out to the membership hopefully by Tuesday.
 - It will be similar to the first survey, but with more questions in line with the context of a summer semester.
 - Will also integrate some race-based data in surveys SFSS collects to help combat racism within SFSS and SFU.

7.2 AGM Planning Committee Update

- Working hard to ensure that AGM is hosted in the most effective and productive way and is also compliant with the Ministerial Orders.
- Also focusing on meeting quorum which is 250 students.
- Expectation that everyone helps with getting people out. Connecting with DSUs, faculty via social media etc.
- Aiming for at least 400 people to give a buffer cause the AGM is at least 3 hours long and the 250 must be maintained the whole time. The agenda items also require a strong student backing.
- Not sure if there is a way to document who is there, their names and student number. Historically have only checked if attendee is a student or not and have not kept track of who attends.
- Will likely be using Eventbrite to track how SFSS is doing in terms of promoting AGM and get folks to commit to coming.

7.3 By-Law Review Update

- In a very good spot but need support of Board members moving forward and putting work into spreading the word.
- Deadline to have draft done by September 18. Vote on the resolutions to put them on the agenda either at October 2 Board meeting or host a special Board meeting on September 25.

- There will be four batches of by-law amendments which results in four separate special resolutions on the agenda.
 - These draft proposals are finished and are going through By-Law Working Group right now.
 - Proposal 1 and 2 are approved.
- Also putting together a talking points package to hand out to Board, and Council to spread among student body.
- VP Student Services and VP University Relations are shooting video footage explaining the changes to share on social media.
- Communications Coordinator is helping create infographics, and with other marketing strategies.

7.4 Status of SUB being open or closed in the Fall semester

- Vast majority of the work has been done on the SUB as of August 23rd.
- Occupancy inspection occurred yesterday and there are a few issues that need to be resolved before SFSS can take control over the building.
 - Problems should be fixed, and inspection passed by October 1.
- Second wave of COVID-19 is worse than the first and university-aged students are the main group affected this time around.
- There will be more students on campus than the summer semester, and some society staff will occasionally be on site.
- VP Finance recommends keeping SUB closed, because it puts everyone at risk, and keep using the building as little as possible.

7.5 Faculty of Applied Science (FAS) Student Groups & Unions Funding

- All FAS student groups and unions got an email from FAS Student Affairs Officer last week saying that funding for groups is on hold. No specification as to why the funding is being put on hold, except for the pandemic, was given.
- Most unions and groups still need funding for projects and competitions.
- Faculty Representative (Applied Science) has said that there is potential that SFSS can help with the funds, or at the very least advocate for them.
- Most of the unions have contingencies in place so they don't need funds, but the new design teams do not have any resources.
- At-Large Representative (PL) has talked to groups and the largest amount of money that a single DSU is losing is \$5000. From conversations, that student union doesn't seem to need all that money, but it is still a lot of money to lose.
 - Clubs get \$500 funding on average to spend on anything they want. They should ideally get at least this much, but if SFSS can help with half of that, that's good too.
- One step is getting these student groups and unions to ask why the faculty is doing this in the first place.
- Each student union and group have a variety of needs right now, so more communication and fact gathering needs to happen before SFSS can commit to helping.
- Every year these groups and unions submit a proposal for this funding, there's potential that FAS will release the hold and give the rest of the money in the future.
- Faculty Representative (Applied Science) has not had direct communication with the faculty yet as he's been told that he would need solid figures and student support to fight for funding, but will try to get in contact with someone to find out why the funding is on hold.
- Student groups and unions are waiting to have their first Fall semester meeting to discuss this issue and what they need before talking to the faculty and SFSS further.
- Faculty Representative (Applied Science) just wanted to alert SFSS as we may need to commit to some advocacy or funding.
- Next step is to see what each clubs and student union needs in terms of support, and if the faculty is willing to meet that.

8. ATTACHMENTS

- Quotation-20113067

9. ANNOUNCEMENTS

- Next Board meeting September 18th at 1PM.

10. ADJOURNMENT

10.1 MOTION BOD – MOTION BOD 2020-09-04:11

Matt/Gabe

Be it resolved to adjourn the meeting at 3:53 PM.

CARRIED UNANIMOUSLY



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Toll Free: 800-300-1336
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Main Address SINDHU DHARMARAJAH SFSS MAGGIE BENSTON CENTRE 2250 SIMON FRASER UNIVERSITY 8888 UNIVERSITY DRIVE BURNABY, BC V5A 1S6	Invoice Address Sindhu Dharmarajah SFSS Maggie Benston Centre 2250 Simon Fraser University 8888 University Drive Burnaby BC V5A 1S6 CANADA	Shipping Address Sindhu Dharmarajah SFSS Maggie Benston Centre 2250 Simon Fraser University 8888 University Drive Burnaby, BC V5A 1S6 CANADA Tel: 778-782-6565
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Quotation Number: 20113067 Quote Date: August 25 2020 Quote Valid Until: September 24 2020 Account No.: 2832525	Questions Call: Monica Brennand Phone: 800-300-1336 Ext. 8242 Fax: 800-300-1379 Email: mbrennand@4imprint.com
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Item Comfy 2-Ply Face Mask **Colors** (Mask,Straps): Black, Black

Qty	Item #	Description	Unit \$	Price \$	Total \$
250	C158793	Comfy 2-Ply Face Mask	6.5900	1,647.50	1,647.50
1	Set-Up Charge	Set-Up Charge	55.0000	55.00	55.00
		Freight		34.18	34.18
				Tax	208.40

Artwork Instructions

Product Color (Base, Trim): Black,Black
Imprint Location: Right Side
Imprint Colors: White

Grand Total 1,945.08



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Toll Free: 800-300-1336
Free Fax: 800-300-1379

Quotation Number:	20113067
Quote Date:	August 25 2020
Quote Valid Until:	September 24 2020
Account No.:	2832525

Questions Call:	Monica Brennand
Phone:	800-300-1336 Ext. 8242
Fax:	800-300-1379
Email:	mbrennand@4imprint.com

METHOD OF PAYMENT

- We would like to establish an open account and are rated with Dun & Bradstreet. (Please list D&B number if possible _____)
- We would like to establish an open account. Please find our enclosed credit application.
- We would like to pay by credit card.

Sending a check in the amount of \$ _____ payable to 4imprint.

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4imprint, Inc
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Shipment Details

Shipment to	Qty	Item #	Estimated Ship Date	Carrier, service	Estimated Delivery Date	Freight
Address as above.	250	C158793	Sep 08 2020	SHIP BEST METHOD GROUND CANADA ONLY	Sep 15 2020	34.18

PURPOSE OF THESE POLICIES

The goal of this document is to establish the Simon Fraser Student Society's commitment to collect, use, disclose, ensure accuracy of, protect, and retain any and all personal information under control of the Society in the manner established by the *Personal Information Protection Act*.

Purpose is to also highlight how the SFSS gathers, uses, discloses and manages privacy information of SFU students, SFSS staff and Board members. This policy strives to ensure that personal and sensitive information is handled in a way that is compliant with the PIPA.

SFSS has the authority to collect, use and disclose information for the same purposes for which are reasonable, including managing employment relationships. SFSS will take reasonable security measures to protect information in its possession

P-1: PERSONAL INFORMATION AND PRIVACY POLICY

Policy

This policy aims to establish the standards according to which all SFSS processes will collect, use, disclose, ensure accuracy of, protect, and retain personal information, ensuring thereby that all obligations under British Columbia's *Personal Information Protection Act* (PIPA), and Canada's *Personal Information Protection and Electronic Documents Act* (PIPEDA) only if personal information crosses provincial or national borders, are respected.

The Campaigns, Research, and Policy Coordinator serves as the Privacy Officer of the Simon Fraser Student Society (SFSS).

Definitions

1. 'Personal information' means information about an identifiable individual which includes, but is not limited to names, home addresses and telephone numbers, age, sex, gender identity, marital or family status, SIN, identifying number, race, national or ethnic origin, colour, religious or political beliefs or associations, educational history, medical history, disabilities, blood type, employment history, financial history, criminal history, anyone else's opinions about an individual, an individual's personal views or opinions, and name, address and phone number of parent, guardian, spouse or next of kin. Personal information includes employee personal information but does not include workplace contact information or *work product information*.
2. 'Work production information' means information prepared or collected by an individual or group of individuals as a part of the individual's or group's responsibilities or activities related to the individual's or group's employment or business but does not include personal information about an individual who did not prepare or collect the personal information. Work product information may be written or verbal information.
3. 'Privacy Officer' means the individual designated responsibility for ensuring that the SFSS complies with this policy and with the obligations of PIPA.

Standards

4. The Society will ensure that:
 - a. the purpose for the collection, use, and disclosure of any personal information is clear or evident,
 - b. the process for obtaining consent for the collection, use, and disclosure of personal information is clear or evident,

- c. the collection, use, and disclosure is limited to what is necessary for the conduct of its operations and to establish and manage employment relationships,
- d. requestors reserve the right to maintain access to and request the correction of their personal information,
- e. the personal information it collects is accurate,
- f. the personal information it collects is protected,
- g. the personal information it collects is retained in a manner consistent with applicable regulations,
- h. there are clear schedules for the retention and destruction of the personal information it possesses,
- i. Directors, staff, and volunteers are trained so as to ensure they comply with the requirements of this policy,
- j. annual privacy audits of Society will be conducted,
- k. there are procedures for the prevention, reporting, containment, remediation and notification of an information incident, and
- l. complaints, inquiries, or requests for the access to, correction of and/or removal of personal information

Purpose of collection

- 5. Personal information will only be collected, used, or disclosed where required by the provision of Society services or programming, or the Society's adherence to its legal obligations.

Process for obtaining consent

- 6. The Society will obtain consent to collect, use, or disclose personal information at the time of collection, except for the purposes of, for instance:
 - a. acquiring the SFSS member registry, and
- 7. Subject to certain exceptions (e.g. the personal information is necessary to providing a service or product, or the withdrawal of consent would frustrate the performance of a legal obligation), clients can withhold or withdraw their consent.
- 8. The SFSS shall ensure that the following, or similar language shall be included in or posted clearly by all sign up sheets, petitions, and any other forms or documents designed to collect personal information for the Society and its branches: "This form has been created in compliance with the Personal Information Protection Act. The personal information you provide will be used solely for _____ [fill in purpose here]. By providing it, you give the Simon Fraser Student Society [or name of department] consent to use this information in this way only. This information will be kept confidential and will not be sold or traded to any other organization. If you do not consent to this, please refrain from providing us with your information."

Limitations on collection, use, and disclosure

9. The Society will only collect, use, or disclose personal information where necessary to fulfill the purposes identified at the time of collection or for a purpose reasonably related to those purposes such as the conduct of surveys intended to enhance the provision of our programs and services.

Access to personal information and requests for correction and removal of personal information

10. Clients have the right to access and request to correct and remove their personal information.
11. A request to access personal information must be made in writing and provide sufficient detail to identify the personal information being sought.
 - a. Such a request shall be responded to within 30 days.
12. A request to correct or remove personal information must be made in writing and provide sufficient detail to identify the personal information being sought.
13. A minimal fee of no more than one dollar may be charged for providing access to personal information.
14. The Society will respond to requests from requestors no later than 30 days after the requestor's request, unless:
 - a. the request is not detailed enough to identify the personal information requested,
 - b. a large amount of personal information is requested or must be searched and meeting the time limit would unreasonably interfere with the operations of the Society, or
 - c. more time is needed for the Society to consult with another organisation or public body to decide whether or not to provide the requestor access to the requested document or information.
15. If a request is refused in full or in part, we will provide the reasons for refusal and the recourse available to the requestor. Requests may be denied if they reveal personal information about another individual, threaten the safety and/or health of another individual, or reveal third party information without their consent, among other things.

Assurances of accuracy

16. The Society will make every reasonable effort to ensure that the personal information it uses is accurate and complete. Upon request by an individual to whom information relates, the Society will correct or annotate the information with a correction when documentary evidence, satisfactory to the Society, is provided to substantiate the correction.

Assurances of protection

17. The Society will protect personal information by making reasonable security arrangements to prevent the risk of unauthorized collection, access, use, disclosure or disposal of personal information.

Assurances of retention

18. The Society will retain personal information for a period of at least one year.

Schedule for retention and destruction of personal information

19. The schedule for retention and destruction of any and all personal information in the control of the Society will be outlined in SFSS Personnel Policies.

Training for Directors, staff and volunteers

20. The Society will provide training to Directors, staff and volunteers upon hire on the SFSS Privacy Policies. New Directors, staff and volunteers are required to provide their signature indicating they have completed the aforementioned training during orientation. Current Directors, staff and volunteers are required to provide their signature upon completion of the aforementioned training.

Privacy audits

21. Annual privacy audits of Society operations will be conducted by the Privacy Officer to ensure that the Society is compliant with Society policies and procedures, and that there is continuous improvement in privacy and information management practices.

Information incident

22. The Society will establish an information incident procedure, which will include steps on preventing (including risk identification), reporting, containing, remediating, and notifying those affected of an information incident.

Complaints, inquiries or requests

23. Complaints, inquiries, or requests for the access to, correction of and/or removal of personal information should be directed, in writing, to the Campaigns, Research and Policy Coordinator, who is the Privacy Officer of the Society. If the Privacy Officer is unable to resolve the concern, the Information and Privacy Commissioner of British Columbia may be contacted. The Privacy Officer may be contacted by email at policy.research@sfss.ca.

P-2: REQUESTS FOR SOCIETY RECORDS

POLICY TYPE: PRIVACY AND INFORMATION MANAGEMENT POLICY
POLICY TITLE: REQUESTS FOR SOCIETY RECORDS
POLICY REFERENCE NUMBER: P-2

Adopted: January 9, 2020
Previous Revisions

Position	Signature	Date
President		

Policy

The Privacy Officer is responsible for administering all requests for Society records from members.

The President is responsible for administering all requests for information from the public.

Supports

1. Members
2. Public

Definitions

1. 'Society records' refers to a record the Society is required to keep as per section 20 of the *Societies Act*.

Process

2. Where a requestor wishes to request Society records not available on the Society website, that requestor must submit a Society Record Request Form - the Privacy Officer must submit to the requestor such form.
3. Where the requestor is a member, the Privacy Officer will:
 - a. consult with the requestor for additional details where required,
 - b. collect the documents requested, ensuring no sensitive information or personal information is included in the package,

- c. coordinate the time and place where the requestor may access and review the requested documents in accordance with Society by-laws or, where appropriate, provide the requestor with the documents in electronic format, and
 - d. retrieve the documents after the requestor is finished their review where those documents are made available on location.
- 4. Where the requestor is external to the Society, the President will:
 - e. consult with the Board,
 - f. refer the request to the Privacy Officer with direction on how to proceed.

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P-3: REQUESTS FOR MEMBER INFORMATION

POLICY TYPE: PRIVACY AND INFORMATION MANAGEMENT POLICY

POLICY TITLE: REQUESTS FOR MEMBER INFORMATION

POLICY REFERENCE NUMBER: P-3

Adopted: January 9, 2020
 Previous Revisions: April 3, 2017

Position	Signature	Date
President		

Policy

The Privacy Officer is responsible for administering all requests for member information from Directors, staff and members.

The President is responsible for administering all requests for information from the public.

Standards

1. Requests for member information may only be made in accordance with the standards contained in P-1: Personal Information and Privacy Policy.
2. Unless otherwise required by law, requests for member information regarding an individual other than one's self will be denied unless the requestor has express written permission from the individual of who the personal information pertains to.

Clients

1. Directors
2. Staff
3. Members
4. Public

Process

3. Where a requestor wishes to request personal information about a staff, Director or member of the Society, including but not limited to information regarding the membership or student status of a person, they must complete a Member Information Work Order.
4. Where the requestor is a Director or staff person, the Privacy Officer will:

- a. consult with the requestor for additional details where required,
 - b. collect the documents requested, ensuring no sensitive information is included in the package,
 - c. coordinate the time and place where the requestor may access and review the requested documents or, where appropriate, provide the requestor with the documents in electronic format, and
 - d. retrieve the documents after the requestor is finished their review where those documents are made available on location.
5. Where the requestor is external to the Society, the President will:
- a. consult with the Board,
 - b. refer the request to the Privacy Officer with direction on how to proceed.

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P-4: REQUESTS FOR GENERAL INFORMATION

POLICY TYPE: PRIVACY AND INFORMATION MANAGEMENT POLICY

POLICY TITLE: REQUESTS FOR GENERAL INFORMATION

POLICY REFERENCE NUMBER: P-4

Adopted: January 9, 2020
 Previous Revisions: April 3, 2017

Position	Signature	Date
President		

Policy

The Communications Coordinator is responsible for administering all requests for general information from Directors, staff and members.

The Administrative Services Department Liaison is responsible for administering all requests for information from the public.

Standards

1. Requests for general information will be received and handled by the Communications Coordinator, and forwarded to the appropriate staff person if necessary.
2. The Privacy Officer will handle any requests for information that concern member, staff or Director privacy and personal information in accordance with the standards contained in P-1: Personal Information and Privacy Policy.

Clients

1. Members
2. Public

Process

3. Where a requestor wishes to request general information about the Society that is not otherwise regarding a Society record or the personal information of a staff, Director or member of the Society, they must complete a Feedback Form.
4. Where the requestor is a member, the Communications Coordinator will:
 - a) consult with the requestor for additional details where required,
 - b) forward the request to the most appropriate staff member,

- c) provide the information requested, ensuring no sensitive information is included,
 - i. if a document is requested, collect the document requested, ensuring no sensitive information is included in the package,
 - ii. coordinate the time and place where the requestor may access and review the requested documents or, where appropriate, provide the requestor with the documents in electronic format, and
 - iii. retrieve the documents after the requestor is finished their review where those documents are made available on location.
- 5. Where the requestor is external to the Society, the President will:
 - a. consult with the Board where appropriate,
 - b. refer the request to the Privacy Officer with direction on how to proceed.

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P-5: INFORMATION INCIDENT MANAGEMENT

POLICY TYPE: PRIVACY AND INFORMATION MANAGEMENT POLICY

POLICY TITLE: INFORMATION INCIDENT MANAGEMENT

POLICY REFERENCE NUMBER: P-5

Adopted:
Previous Revisions

Position	Signature	Date
President		

Policy

This policy will establish a process for managing information incidents. The Privacy Officer is responsible for the administration of this policy.

Definitions

Information incidents are when unwanted or unexpected events threaten privacy or information security. They can be accidental or deliberate and include the theft, loss, alteration or destruction of information. An information incident may also be referred to as a privacy breach.

Standards

1. The Society will ensure that:
 - a. privacy breaches are prevented through risk management procedures,
 - b. privacy breach reporting procedures are established and followed,
 - c. privacy breaches are contained as soon as reasonably possibly and efforts are made to recover any confidential or person information, and
 - d. the cause of the breach is determined, the incident is resolved, and affected parties are notified.

Prevent

2. Information incidents will be prevented through establishment of risk management procedures for any and all personal information in the custody of the Society.

Report

3. Staff and Directors will adhere to privacy breach reporting procedures for when and how to report privacy breaches to the Office of the Information and Privacy Commissioner (OIPC).
4. Members who have personal information in the custody of the Society may report concerns to the OIPC if they suspect a breach has occurred.

Contain

5. Privacy breaches will be contained as soon as reasonably possible and efforts will be made to recover any confidential or person information.

Remediate

6. The Society will work with relevant parties to determine the specific causes of the incident, resolve the incident, and if necessary, notify affected individuals.

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