

| Information Usage                          | Who Has Access / Disclosure: |                 |                   |                                  |                               |                   |                       |                 | How info is documented, stored and/or published | Use of this Information   | How & When disposed of (paper shredded, discs erased) |
|--|------------------------------|-----------------|-------------------|----------------------------------|-------------------------------|-------------------|-----------------------|-----------------|---|---|---|
| Information Collected by Local 212         | Membership                   | Executive Board | Committee Members | International I.A. Office        | Employers / Production Office | Local Union Staff | 3rd Parties           | General Public  |   |   |   |
| <b>MEMBER - GENERAL APPLICATIONS</b>       |                              |                 |                   |                                  |                               |                   |                       |                 |   |   |   |
| I.A.T.S.E. Application                     | no                           | no              | yes               | yes                              | no                            | yes               | no                    | no              | paper / database                                | forwarded to IA International Office - returned on acceptance       | retain permanently                                    |
| Health & Welfare Application               | no                           | no              | no                | no                               | no                            | no                | if required           | no              | paper   | forwarded to H&W Office   | as per provider / HW office                           |
| RRSP / Pension Application                 | no                           | no              | no                | no                               | no                            | no                | forwarded to Provider | no              | paper   | forwarded to pension / GRSP provider                                | as per provider                                       |
| <b>MEMBER INFORMATION</b>                  |                              |                 |                   |                                  |                               |                   |                       |                 |   |   |   |
| Member Name                                | yes                          | yes             | yes               | yes                              | yes                           | yes               | yes                   | yes             | web / paper / database                          | identifier  | retain permanently                                    |
| Loan-out Corporation Name                  | no                           | no              | no                | no                               | yes                           | as required *     | Payroll Company       | no              | paper / database                                | * to ensure benefit allocation                                      | as long as required                                   |
| Address                                    | yes*                         | yes             | yes               | yes                              | yes                           | yes               | as required *         | no              | paper / database                                | * for official union or employment purposes                         | as long as required                                   |
| Phone/email/website                        | yes                          | yes             | yes               | only Officers' info is forwarded | yes                           | yes               | as required *         | email / website | web / paper / database                          | * for communication   | as long as required                                   |
| Agent Information                          | yes                          | yes             | yes               | not required                     | yes                           | yes               | not required          | yes             | web / paper / database                          | for communication / job opportunities                               | as long as required                                   |
| Work Category                              | yes                          | yes             | yes               | yes                              | yes                           | yes               | not required          | yes             | web / paper / database                          | job opportunities   | as long as required                                   |
| Availability                               | yes                          | yes             | yes               | not required                     | yes                           | yes               | not required          | yes             | web / paper / database                          | job opportunities   | as long as required                                   |
| Specialties, Skills, Equipment Information | yes                          | yes             | yes               | not required                     | yes                           | yes               | not required          | yes             | web / paper / database                          | job opportunities   | as long as required                                   |
| Citizenship and/or Residency               | yes                          | yes             | yes               | yes                              | yes                           | yes               | as required *         | yes             | web / paper / database                          | * payroll, tax issues, membership qualifications, job opportunities | as long as required                                   |
| Birth Date                                 | no                           | no              | no                | yes                              | no                            | as required *     | Benefit Provider      | no              | paper / database                                | * dues (retirees), benefit & claims information                     | as long as required                                   |
| Gender                                     | no                           | no              | no                | no                               | yes                           | yes               | Benefit Provider *    | no              | paper / database                                | * specific job opportunities, gov't stats, claims information       | as long as required                                   |
| Marital Status                             | no                           | no              | no                | no                               | no                            | as required *     | Benefit Provider      | no              | paper / database                                | * benefit claims, announcements                                     | as long as required                                   |
| Dependents                                 | no                           | no              | no                | no                               | no                            | as required *     | Benefit Provider      | no              | paper / database                                | * benefit claims, announcements                                     | as long as required                                   |
| Beneficiary Information                    | no                           | no              | no                | no                               | no                            | no                | Benefit Provider      | no              | to benefit providers                            | benefit claims  | Providers may retain permanently                      |

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| <b>MEMBER FINANCIAL &amp; BENEFIT INFORMATION</b>      |                              |                 |                   |                           |                               |                   |                  |                |   |   |   |
| Earnings   | no                           | no              | no                | no                        | yes                           | as required *     | no               | no             | paper / database                                | * to determine correct remittance processing                | CRA requirements - at least 7 years                   |
| Social Insurance Number                                | no                           | no              | no                | yes                       | yes                           | as required *     | Benefit Provider | no             | paper / database                                | * to determine correct remittance/payroll processing        | as long as required                                   |
| Benefit Remittances - Health & Welfare                 | no                           | no              | no                | no                        | payroll & contract            | as required *     | not required     | no             | paper / database                                | * to determine correct remittance processing                | CRA requirements - at least 7 years                   |
| Benefit Remittances - Pension / GRSP                   | no                           | no              | no                | no                        | payroll & contract            | as required *     | Benefit Provider | no             | paper / database                                | * to determine correct remittance processing                | CRA requirements - at least 7 years                   |
| Fringe Remittance - Producer Assessment ( Levy)        | no                           | no              | no                | no                        | payroll & contract            | as required *     |                  |                | paper / database                                | * to determine correct remittance processing                | CRA requirements - at least 7 years                   |
| Fringe Remittance - Permit Fees                        | no                           | no              | no                | no                        | payroll & contract            | as required *     |                  |                | paper / database                                | * to determine correct remittance processing                | CRA requirements - at least 7 years                   |
| Dues Assessment (currently not in effect)              | no                           | no              | no                | no                        | payroll & contract            | as required *     |                  |                | paper / database                                | * to determine correct remittance processing and allocation | CRA requirements - at least 7 years                   |
| Credit Card Number (if paying dues by credit card)     | no                           | no              | no                | no                        | no                            | as required *     | bank             | no             | paper   | * to deposit dues   | documents shredded annually                           |
| Bank account information (on dues cheques)             | no                           | no              | no                | no                        | no                            | as required *     | bank             | no             | to bank, NSF filed at Local 212                 | * to deposit dues   | deposited to bank                                     |
| Photo & Other I.D. if signatory to Local 212 banking   | no                           | no              | no                | no                        | no                            | as required       | bank             | no             | direct to bank                                  | for signatory officers / Trustees                           | forwarded direct to bank                              |
| Employment / Earnings Requests from C.C.R.A.           | no                           | no              | no                | no                        | no                            | as required       | no               | no             | paper   | earnings confirmation / garnishee etc.                      | CRA requirements - at least 7 years                   |
| Employment / Earnings Requests from EI                 | no                           | no              | no                | no                        | no                            | as required       | no               | no             | paper   | applicability for EI claims                                 | CRA requirements - at least 7 years                   |
| Requests for garnishee of wages or collection of debts | no                           | no              | no                | no                        | no                            | as required       | no               | no             | paper   | as required through legal proceedngs                        | CRA requirements - at least 7 years                   |
| <b>OTHER MEMBER INFORMATION</b>                        |                              |                 |                   |                           |                               |                   |                  |                |   |   |   |
| resumes / C.V.'s / credit lists                        | yes                          | yes             | yes               | no                        | yes                           | yes               | no               | yes            | web / paper / database                          | to promote membership                                       | when outdated, shredded or removed                    |
| demo reels   | yes                          | yes             | yes               | no                        | yes                           | yes               | no               | no             | DVD or VHS                                      | to promote membership                                       | when outdated returned                                |
| members own website                                    | yes                          | yes             | yes               | yes                       | yes                           | yes               | yes              | yes            | through Local website                           | at member's discretion on their resume                      | as long as required                                   |

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| <b>REPORTS (written or verbal) RECEIVED OR PRODUCED:</b> |                              |                 |                   |                           |                               |                   |                        |                |   |   |   |
| Member Correspondence (to, from and/or about)            | no                           | yes             | yes               | no                        | no                            | as required *     | no                     | no             | paper / email                                   | * directed to employee / committee / E-Board for response / file etc.                             | at least 3 years                                      |
| Telephone Log (conversations)                            | no                           | no              | no                | no                        | no                            | yes               | no                     | no             | paper / computer                                | to document conversations in event of dispute, verbal consent                                     | at least 3 years                                      |
| Health Claims Information                                | no                           | no              | no                | no                        | no                            | no                | Benefit Providers      | no             | Health & Welfare Office                         | any request is forwarded to the H&W office or service provider                                    | as per H&W office or provider                         |
| Medical Information for S.T.D.                           | no                           | no              | no                | no                        | no                            | no                | Benefit Providers      | no             | direct to insurance provider                    | work history for qualification of claim may be provided to H&W office                             | as per H&W office or provider                         |
| GRSP balances  | no                           | no              | no                | no                        | no                            | no                | Provider               | no             | no, only contributions are recorded             | contributions are recorded in Local ___ office, but actual individual balances only with provider | as per provider                                       |
| GRSP Account Numbers with Service Provider               | no                           | no              | no                | no                        | no                            | as required *     | Provider               | no             | paper   | * only if required for allocation of benefit  | as per provider                                       |
| Health & Welfare Benefit Level Information               | no                           | no              | no                | no                        | no                            | as required *     | Benefit Providers      | no             | paper / database                                | * respond to member queries   | as per H&W office or provider                         |
| Health & Welfare cumulative remittance information       | no                           | no              | no                | no                        | no                            | as required *     | Consultants & Auditors | no             | paper / database                                | * respond to member queries   | as per H&W office, provider, CRA                      |
| Reports provided by third parties to IA Local 212        | no                           | as required     | Trustees          | no                        | no                            | as required       | as required            | no             | paper / computer                                | provided to determine effectiveness of programs   |   |
| Availability Lists                                       | yes                          | yes             | yes               | no                        | yes                           | yes               | no                     | yes            | web / paper / database                          | communication and job opportunities   | when outdated, shredded or removed                    |
| Membership Lists   | yes                          | yes             | yes               | yes                       | yes                           | yes               | as required            | yes            | web / paper / database                          | communication and job opportunities   | when outdated, shredded or removed                    |
| Publications   | yes                          | yes             | yes               | yes                       | yes                           | yes               | yes                    | yes            | paper / web                                     | publications may contain membership lists   |   |
| Accident / Incident Reports                              | no                           | no              | no                | no                        | yes                           | as required *     | no                     | no             | paper   | * Health & Safety Rep; Business Rep   | retain permanently                                    |
| Time sheets / PayStubs                                   | no                           | no              | no                | no                        | yes                           | as required *     | payroll company        | no             | paper   | * for explanation if member requests  | as long as required, then shredded                    |
| deal memos / individual contracts                        | no                           | no              | no                | no                        | yes                           | as required *     | payroll company        | no             | paper   | * as per contract   | as long as required, then shredded                    |
| call sheets  | as required                  | no              | no                | no                        | yes                           | yes               | no                     | no             | paper / email                                   | as per contract   | as long as required, then shredded                    |
| crew lists   | as required                  | no              | no                | no                        | yes                           | yes               | no                     | no             | paper   | as per contract   | at least 7 years                                      |
| dues invoices  | no                           | no              | no                | no                        | no                            | yes               | no                     | no             | paper to individual mem / computer              |   | CRA requirements - at least 7 years                   |

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| Letters of Reference                                       | no                           | as required *   | as required *     | no                        | no                            | yes               | no                       | no             | paper   | * for membership, upgrades etc.   | as long as required, then shredded                    |
| Trainee Evaluations (after each placement)                 | no                           | no              | yes               | no                        | no                            | yes               | no                       | no             | paper   | to assist trainee in identifying training requirements and to determine if eligible for upgrade | at least 3 years                                      |
| Trainee Critiques  | no                           | no              | yes               | no                        | no                            | yes               | no                       | no             | paper   | to determine if eligible for upgrade  | at least 3 years                                      |
| Trainee Incident / Communication Report                    | no                           | no              | yes               | no                        | no                            | yes               | no                       | no             | paper   | to assist trainee in identifying training requirements and if problems arise                    | at least 3 years                                      |
| Seminar exams (i.e. Digital Tech)                          | no                           | no              | no                | no                        | no                            | yes               | no                       | no             | paper   | to determine if eligible for certain category   | at least 3 years                                      |
| Certifications (i.e. diving license)                       | yes                          | yes             | yes               | no                        | yes                           | yes               | no                       | yes            | web / paper / database                          | to determine if eligible for certain category   | as long as required, then shredded                    |
| Intervention Issues (abuse, harassment etc.)               | no                           | as required *   | no                | no                        | as required *                 | as required *     | as required *            | no             | verbal / paper                                  | * need to know basis  | at least 3 years                                      |
| Seniority Lists  | no                           | no              | no                | no                        | yes                           | yes               | no                       | no             | paper   | as per contract   | CRA requirements - at least 7 years                   |
| Grievance Documents  | no                           | as required     | no                | no                        | as required                   | yes               | Legal                    | no             | paper   | as per contract   |   |
| Election Ballots   | no                           | no              | yes               | no                        | no                            | as required       | no                       | no             | paper   | ballot envelopes retained to determine voting eligibility                                       | at least 6 months                                     |
| Referendum Ballots   | no                           | no              | yes               | no                        | no                            | as required       | no                       | no             | paper   | ballot envelopes retained to determine voting eligibility                                       | at least 6 months                                     |
| Tape recorded minutes                                      | no                           | no              | no                | no                        | no                            | as required       | no                       | no             |   | temporary to assist in minute taking  | destroy after written minutes accepted.               |
| Written Minutes  | as required                  | as required     | as required       | no                        | no                            | as required       | legal counsel & auditors | no             | paper / computer                                | required record   | retain permanently                                    |
| <b>NON-MEMBER INFORMATION:</b>                             |                              |                 |                   |                           |                               |                   |                          |                |   |   |   |
| Scholarship Fund - information on the application          | no                           | no              | yes               | no                        | no                            | as required       | no                       | no             | paper   | to determine eligibility  | at least 3 years                                      |
| Scholarship Fund Evaluations                               | no                           | no              | yes               | no                        | no                            | as required       | no                       | no             | paper   | to determine eligibility  | at least 3 years                                      |
| Applications to the Apprenticeship Program                 | no                           | no              | yes               | no                        | no                            | yes               | no                       | no             | paper   | to determine eligibility  | at least 3 years                                      |
| Apprenticeship Program evaluations of potential applicants | no                           | no              | yes               | no                        | no                            | yes               | no                       | no             | paper   | to determine eligibility  | at least 3 years                                      |

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| <b>"PERMITEE" INFORMATION:</b>     |                              |                 |                   |                           |                               |                   |             |                |   |   |   |
| name and contact information       | no                           | as required     | no                | no                        | yes                           | as required       | no          | no             | paper   | communication and identification to determine professional qualifications | at least 3 year                                       |
| resume / credentials               | no                           | as required     | no                | no                        | yes                           | as required       | no          | no             | paper   | if required for tax credit needs, also related to fee structure           | at least 3 year                                       |
| residency                          | no                           | as required     | no                | no                        | yes                           | as required       | no          | no             | paper   | as per contract   | at least 3 year                                       |
| earnings                           | no                           | no              | no                | no                        | yes                           | as required       | Payroll Co. | no             | paper / database                                | as per contract   | CRA requirements - at least 7 years                   |
| <b>WEB SITE</b>                    |                              |                 |                   |                           |                               |                   |             |                |   |   |   |
| surveys                            | as required                  | as required     | as required       | no                        | no                            | yes               | as required | no             | paper / computer                                | the compilation of survey results may be distributed                      | no longer than necessary                              |
| cookies                            | no                           | no              | no                | no                        | no                            | no                | web site    | no             | web site / ISP / browser                        | please refer to cookie definition   | no longer than necessary                              |
| Web Site Message Board             | yes                          | yes             | yes               | no                        | no                            | yes               | no          | no             | web - members only                              | for members to communicate with each other                                | until outdated or member requests removal             |
| interactive sessions               | as required                  | no              | no                | no                        | no                            | as required       | yes *       | no             | Local 212 or 3rd party web site / computer      | for the e-learning centre or to update information                        | no longer than necessary                              |