

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			
MEMBER - GENERAL APPLICATIONS											
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
MEMBER INFORMATION											
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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MEMBER FINANCIAL & BENEFIT INFORMATION											
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
OTHER MEMBER INFORMATION											
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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REPORTS (written or verbal) RECEIVED OR PRODUCED:											
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
NON-MEMBER INFORMATION:											
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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"PERMITEE" INFORMATION:											
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
WEB SITE											
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