

POLICY TYPE:

POLICY TITLE: Privacy Statement

Date Adopted by Board:

Your Privacy

Your Privacy is important to us. We will respect your privacy through the protection of your personal information.

Your Personal Information

Your personal information is received or collected by us, by way of data supplied to us by either you or your employer. Personal information is required for the purpose of administering your group benefits and will not be collected, used or disclosed for any other purpose other than for the administration of your benefits plan, unless required by law.

Who Uses Your Personal Information

Your Personal information is used by the Plan's respective actuaries and insurance providers.

Purpose of Collecting Personal Information

Personal information is used to administer your benefits and to determine deductions for coverage of benefits including the following:

- Determining eligibility for benefits
- Calculating the payment of benefits
- Providing information to you (the member)
- Coverage of benefits for either yourself or your beneficiary/beneficiaries
- Satisfying legal reporting requirements

Security

We protect your information with the appropriate security safeguards. Your personal information is kept confidential and secure and will not be used for any purpose other than those identified above. In addition we will not disclose your personal information to anyone outside the BCCA Employee Benefits Trust and the respective actuaries and service providers without your consent and authorization, unless required or authorized by law. If you have any questions concerning the privacy of your personal information please contact the Plan Administration Office.

Access

You have the right to access your own personal information and to correct any inaccuracies. You can correct inaccuracies by requesting the Plan Administration Office to review your record along with submitting proof.