

Global Vocational Services Privacy Summary

January 1, 2004

Global Vocational Services (GVS) is committed to facilitating solutions for workers in transition. To provide services GVS must collect and use some personal information (PI) about clients. In compliance with the Personal Information Privacy Act (PIPA) of British Columbia, Global Vocational Services Inc. (GVS) has developed a Privacy Policy. This document is only intended as a summary of the full Privacy Policy which is available at all GVS locations.

Principle One – Accountability

GVS is responsible for all PI under our control. Responsibility for compliance with the GVS Privacy Policy rests with our appointed Privacy Officer. Any questions regarding the Privacy Policy may be directed to ann@globalvocationalservices.com.

Principle Two – Identifying Purposes of Information

GVS collects and uses PI to determine eligibility and provide access to Human Resource and Skills Development funded programs by verifying client identity, meeting legal and regulatory requirements and to complete statistical evaluations.

Principle Three – Consent

GVS obtains consent to collect, use or disclose any PI except where detailed in the full Policy or where the law provides an exception. Clients are not asked to sign a consent form until the purposes for gathering the information are explained, and they are informed of the name of the Privacy Officer.

Principle Four – Limited Collection of Personal Information

GVS collects PI for our defined purposes by fair and lawful means and does not deceive individuals about the purpose for which the information is collected. Information that is not clearly related to employment issues and/or is clearly not factual is not recorded or stored.

Principle Five – Limited Use, Disclosure and Retention of Personal Information

GVS only uses or discloses the information gathered for the purposes outlined in the release of information. Prior to the disclosure of information for statistical purposes individual identifiers are removed and the information is rendered anonymous. GVS retains client PI for a period of 12 months following closure of last intervention and/or access of electronic files by client. Files no longer retained by GVS are destroyed.

Principle Six – Accuracy

GVS makes all reasonable efforts to ensure that the PI collected by and on behalf of the organization is accurate and complete. GVS verify information with Clients at the time of collection and encourage individuals to update their supplied information on a regular basis or as appropriate.

Principle Seven – Safeguards

GVS has taken steps to ensure all PI is protected against theft, unauthorized access, disclosure, copying or alteration. All GVS staff members and contractors sign Confidentiality Agreements. GVS ensures the disposal or destruction of PI does not permit unauthorized parties to gain access to the PI.

Principle Eight – Openness

GVS makes the following information available:

A description of the type of PI held by GVS including a general account of its use. A copy of any brochures or other information that explains the GVS Privacy Policy.

The Privacy Officer of GVS is:

Name: Ann Norris
Title: President
Address: 301 80 Station Street, Duncan, BC, V9L 1M4
Telephone: (250) 748-9880
Fax: (250) 746-8986
Email: ann@globalvocationalservices.com

This information is also contained in the full Privacy Policy and posted on our website to facilitate requests for our policies concerning the handling and storage of PI.

Principle Nine – Individual Access

In order for an individual to obtain access to his or her PI or to request a correction of his or her PI the individual must make a written request. The request must provide sufficient detail to enable GVS to identify the individual and the PI or correction being sought. GVS will make every effort to assist each applicant with preparation of the request, if required. GVS will provide access to PI within 30 business days.

Principle Ten - Challenging Compliance

An individual may question compliance and direct any complaints, concerns or questions regarding the GVS Privacy Policy, in writing, to the Privacy Officer. If the GVS Privacy Officer is unable to address the individual's concerns, the issue can be referred to the Privacy Commissioner of British Columbia. The contact information for the Information and Privacy Commissioner for BC is as follows:

Office of the Information and Privacy Commissioner for British Columbia
PO Box 9038, Stn. Prov. Govt., Victoria, B.C. V8W 9A4
Location: 3rd Floor, 756 Fort Street, Victoria, BC V8W 9A4
Telephone: (250) 387-5629