



Protection of Personal Information

Guidelines for Strata Corporations

British Columbia's *Personal Information Protection Act* has been in force since January 1, 2004. This legislation requires that all businesses and organizations in BC – including **strata corporations** - have in place a proper system for the collection, use, disclosure and protection of *personal information*.

Personal information is any information, fact and opinion, regarding identifiable individuals. Strata councils regularly deal with personal information, including owner and tenant names, addresses, insurance details, credit information, banking information (including pre-approved withdrawals), letters of complaint and emergency contacts.

The protection of personal information requires the implementation of a system that ensures the information is properly obtained, fully protected and disclosed only when appropriate. Strata corporations should carefully review how they handle personal information and how they will comply with the legislation.

Clark Wilson LLP's Strata Property Group, together with Privacy Group Chair Larry Munn, has produced a set of Guidelines that specifically address the requirements and responsibilities of strata corporations. Issues addressed include:

- who is accountable for compliance?
- the types of information collected, used and disclosed
- purpose statements
- what is "consent"?
- security
- service contracts
- retaining and destroying information
- how to handle requests for access
- complaints and challenges

Guidelines may be purchased for only \$25 per copy, plus applicable taxes. If you have questions you are welcome to call Larry Munn, Allyson Baker or Pat Williams at 604.687.5700.

To order, please complete and fax this form to:

Clark Wilson LLP, Attention Larry Munn, at 604.687.6314
or email lm@cwilson.com

We will provide you with an invoice (\$25 per copy, plus applicable taxes) at the time of your order,

Please supply _____ copy/ies of *Personal Information: Guidelines for Strata Corporations* to:

Strata Plan Number: _____ Building Name: _____

Contact Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____