

PETITION PRIVACY POLICY

Number & Title #I-10 *Petition Privacy Policy*

Effective Date:

June 28, 2017

Approval Date:

June 28, 2017

Policy Type

Internal Policy

Review Date:

This policy shall be reviewed every three (3) years.

Responsible Body:

Governance Committee

Authority:

AMS Code of Procedure Section II, Article 11(1)

“Council may create external and internal policies as well as combined policies.”

Purpose and Goals:

This policy is designed to protect the privacy of those signing petitions and other similar documents.

Applicability:

This policy is applicable to:

- 1) Forms initiated by the AMS, e.g., petitions in which an office within the AMS seeks student signatures and other personal information that will be submitted to government, the University, or some other body or person.
- 2) Nomination forms on which AMS members seek student signatures and other personal information so they can run in an AMS or AMS Constituency election.
- 3) Referendum petitions on which student signatures and other personal information is being sought in order to initiate an AMS referendum.
- 4) Petitions calling for the creation of a new AMS club.
- 5) Club sign-up forms.
- 6) Other similar forms in which student signatures and other personal information is sought as part of an AMS process.

Exclusions: This policy does not apply to forms that are not circulated and that cannot be seen by multiple persons.

Definitions: There are no definitions for this policy.

Policy:

- 1) When students are asked to sign and provide other personal information on a petition, nomination form, or other similar document being used within the AMS, those circulating the form shall make their best efforts to ensure that no one photographs or otherwise copies the names and other information on the form.
- 2) Where possible, standardized forms shall be used including a statement referring to this policy and stating that the information being gathered is solely for the purpose of calling a referendum or nominating a candidate (or whatever the purpose is) and that the personal information on it is not to be made public.
- 3) Those circulating the form shall not allow the form out of their sight when asking for signatures and shall take all reasonable measures to protect the information on the form, such as using a blank sheet to cover the form.
- 4) Physical and electronic forms containing signatures and other personal information shall be kept secure while awaiting submission.
- 5) For electronic petitions and other electronic sign-up forms, a system shall be used that prevents anyone signing up from seeing other individuals' signatures and personal information.
- 6) Websites and other electronic sites publicizing AMS referendums or other processes involving form signing shall include a statement saying that the personal information of those signing forms is meant to be kept private.
- 7) Clubs or other AMS bodies or any parties collecting signatures and other personal information shall be alerted to the need to keep such information private by whoever is in charge of circulating a form on which such information will be added.
- 8) If personal information from a petition or other form has been made public in violation of this policy, the AMS Privacy Officer shall be informed as soon as possible so that steps can be taken to mitigate the situation, such steps to include but not be limited to:
 - (a) notifying those individuals affected;

- (b) removing the personal information from public view (e.g., by removing a photo of a petition from a website or social media site);
- (c) determining how the violation occurred so that it can be prevented in the future.

Consultations

The following individuals have been consulted during the development of this policy:

The Vice-President Academic, the Vice-President External, the Vice-President Administration, the Policy Advisor, the Senior HR Manager, the Privacy Officer, the Office of the Information and Privacy Commissioner for British Columbia

History:

This is the first draft of the first version of this policy.

Related Policies:

AMS Personal Information Protection Policy, the BC Personal Information Protection Act (PIPA).