

**The Edmonton Pipe Industry Pension Trust Fund
The Edmonton Pipe Industry Health and Welfare Fund**

Privacy Policy

The Edmonton Pipe Industry Pension Trust Fund and Plan and The Edmonton Pipe Industry Health and Welfare Trust Fund and Plan (hereinafter referred to as the “Plans”) provide certain pension and health care benefits to covered members and their families.

In order to provide these benefits, including the determination of eligibility for benefits, the Plans collect, use, disclose and retain personal information that is protected under provincial and federal legislation. The Boards of Trustees of the Plans are committed to the protection of personal information and have implemented oversight procedures to ensure that they protect personal information.

The Privacy Policy of the Plans applies to:

- a) The Board of Trustees
- b) Any third party retained by the Boards of Trustees to whom personal information is provided.

Personal information that may be collected for the purpose of management of the Plans includes the following information about any active, retired, deceased or terminated member and any member of their families who is, may be, or was eligible for benefits:

- Name
- Date of birth
- Social insurance number
- Marital status
- Income
- Dental and health treatments
- Medical test results
- Disability.

The protection of personal information will be governed at all times by the Personal Information Protection and Electronic Documents Act S.C. 2000 c.5 as amended from time to time, the Personal Information Protection Act S.A. 2003 C.P 6.5 and other applicable legislation.

Privacy Procedures

Whereas the Plans may retain third parties for the day to day processing and administrative tasks required for the management of the Plans, the Trustees have implemented the following high-level privacy procedures:

1. The Trustees will ensure that the Plans request only the personal information that is necessary to be collected for the management of the Plans.
2. The Trustees will ensure that the Plans' administrative practices provide that members or others providing personal information about themselves or their dependents, give their consent for the collection, use, disclosure, retention and, when such information is no longer needed for the management of the Plans, destruction of personal information.

Consent will not be accepted from third parties unless the person giving consent is an authorized legal representative or guardian (for example a parent of a dependent child or someone who has a power of attorney).

3. If there is a medical, legal or other emergency, the Trustees' Privacy Procedures will allow personal information to be collected, used, disclosed and retained without consent.
4. The Trustees will ensure that any third party retained by the Boards of Trustees to provide services to the Plans is bound, in writing, to conform to relevant legislation protecting personal information. For greater certainty, this procedure applies to the following suppliers to the Plans:

- The Actuary
- The Administration Services Provider
- Legal Counsel
- Financial Institutions including Banks or payroll processing firms
- Insurers
- Parties to Reciprocal Agreements
- UA Local 488
- Edmonton Pipe Trades Education Trust Fund
- Registered Employer Organizations
- Such other organizations that are retained by the Trustees which have access to the personal information of the Plan members and/or dependents

5. The Trustees are committed to transparency. Plan members will be advised of the Trustees' Privacy Policy and any updates to it. In addition, Plan members will be allowed to review the personal information on file for them. Plan members will be allowed to advise the Trustees, or anyone holding the relevant personal information, if the information is not accurate. When inaccurate information is found, the Trustees will ensure that it is corrected.
6. Plan members will be informed about the Privacy Officer and how to contact the Privacy Officer.
7. In the case of appeals to the Trustees for re-consideration of a decision made by a supplier to the Plans, the Trustees will require that the affected Plan member give consent for the Trustees to review personal information necessary for them to effectively consider

an appeal.

8. The Trustees have appointed a Privacy Officer who is accountable to the Boards of Trustees for compliance with relevant privacy legislation. The Privacy Officer is Richard McAteer.