



This Policy has been implemented to ensure compliance with the provincial legislation that came into effect Feb 23, 2023 from the Order in Council #638 dated November 28, 2022.

## Privacy Policy

British Columbia Railway Company (BCRC) is subject to the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and is committed to protecting personal information in its custody or under its control. It is BCRC's intention to not only meet the obligations of the legislation, but to exceed the requirements by implementing best practices with respect to the collection, use, disclosure, access, protection, and security of personal information.

BCRC requires service providers to demonstrate full compliance with BCRC's privacy obligations, principles and processes as outlined in this policy.

### Definitions

**Contact Information** is defined as any information that would enable an individual to be contacted at their place of work.

**Personal Information** is defined as recorded information about an identifiable individual (excluding contact information). Examples of personal information include name, email, phone number, educational background, work history, and demographic information.

**Service Provider** is defined as a person retained under a contractual agreement to perform services for BCRC.

### Collection of Personal Information

BCRC collects personal information which relates directly to its operational and/or administrative mandate for the purpose of providing related programs and services. In most circumstances, BCRC collects personal information directly from the relevant individual. Indirect collection occurs in very limited and specific circumstances, or as required by law.

### How Personal Information Is Used

Personal information is used only by authorized BCRC employees and contracted service providers to fulfill the purpose for which it was originally collected or for a use consistent with that purpose.

### Personal Information Disclosure

BCRC and its service providers treat personal information in its custody or under its control with a high degree of confidentiality. Personal information is only disclosed for the purposes of the

program and/or services for which it was collected, as required by law, or in specific circumstances with consent of the relevant individual. BCRC does not sell, share or disclose your information to others for any type of mailing list. Personal information will not be disclosed outside of Canada without an individual's explicit consent unless required by law.

### **Safeguarding of Personal Information**

BCRC administers the highest security standards to ensure the personal information in its custody or under its control is secure at all times. BCRC employees and contracted service providers are responsible for ensuring the physical and technical security of all data (including data at rest or in transit) and must meet all applicable security standards.

### **Retention of Personal Information**

BCRC and its service providers utilize records retention policies. If an individual's personal information is used to make a decision, a record of that decision will be kept for a minimum of one year after the decision has been made. Once personal information is no longer needed it is authorized for destruction and confidentially disposed of.

### **Access to Personal Information and Questions Regarding Privacy**

Inquiries, complaints, or access requests should be addressed to BCRC's Manager Administration & Corporate Secretary at 604-678-4737.

*BCRC may change this Policy when it is appropriate to do so. As such, it is recommended users review the Policy regularly.*