



Policy Name:	Privacy Policy		
Category:	Operations & Finance	Policy #	OPFIN-4

1. Preamble

The protection and security of an individual's privacy information aligns with the Mission, Vision, and Values of the USSU. The University of Saskatchewan Students Union is therefore committed to protecting all personal information that has been collected by the USSU and information to which the USSU has access.

This document outlines how the USSU collects, accesses, uses, and protects your personal information.

2. Definitions

“Personal Information” is information through which an individual can be identified or is information of a personal nature.

3. Data Collection, Access and Use

Data is collected by the USSU from the University of Saskatchewan for the purpose of efficient and effective programming. The USSU collects data from campus groups for ratification purposes, as outlined in the *Campus Group Policies*. The USSU also collects data for the purpose of advocacy including the form of petitions.

4. Data Protection

4.1 The USSU shall apply appropriate security measures for the protection of personal information (irrespective of format), including physical, technological, and administrative controls. We will take reasonable steps to prevent unauthorized access, collection, use, disclosure, modification, or destruction of personal information by any individuals, whether internal or external to the Student Union, and we will keep data only as long as required for our reasonable business and/or legal needs.

4.2 Only officers, employees, and recognized third parties shall have access on a need to know basis.

4.3 This document is consistent with the University of Saskatchewan's Freedom of Information and Protection of Privacy Policy. For more information regarding the University of Saskatchewan Policy, contact Access and Privacy Officer 306-966-8596.

Contact Information:	Vice President Operations & Finance: (306) 966-6967		
Policy Authority:	Finance and Assessment Committee		
Approvals	Board/Committee	Date	Motion
Created/Adopted	USC	11/29/2018	USC32