



Personal Information Protection Act — A thumbnail sketch for organizations

- Get consent for collecting, using and disclosing an individual's personal information except where PIPA excuses consent (examples: employee personal information reasonably needed for the employment relationship; in an emergency; for an investigation where consent would compromise the availability or accuracy of the information). Get consent in a form appropriate to the personal information. If an individual modifies or withdraws consent, comply with the change.
- Collect personal information only for reasonable purposes and collect only as much as is reasonable for those purposes. Unless PIPA permits otherwise, collect personal information directly from the individual concerned and tell the individual how you will use and disclose the information at the time you collect it or before.
- Use and disclose personal information only for the purpose for which it was collected unless the individual consents, or PIPA permits, the new use or disclosure without consent.
- On request, provide an individual with information about the existence, use and disclosure of the individual's personal information and provide access to that information unless PIPA excuses you from giving access in whole or in part. On request, correct information that is inaccurate or incomplete.
- Ensure that personal information you have is as accurate and complete as necessary for the purpose you use it for; ensure it is secure; and keep it for only as long as reasonable for business or legal reasons.
- Designate someone in your organization who is responsible to ensure your organization complies with PIPA and make information about your organization's management of personal information available on request.
- If someone complains about your organization's management of personal information, attempt to resolve the complaint in good faith and quickly.

Please note that, while this summary sets out some of the basic elements of BC's Personal Information Protection Act, it is for general information only, it is not intended as legal or other advice, and it does not bind or fetter the Office of the Information and Privacy Commissioner for British Columbia (OIPC) in interpreting or applying PIPA. PIPA prevails in all cases and should be referred to. This document was prepared in co-operation with, and with the generous support of, the Office of the Information and Privacy Commissioner for Alberta and the Alberta government, but its contents are the sole responsibility of the OIPC. Further information, useful tools and links to other resources can be found at the OIPC's website, www.oipc.bc.ca. Date of this version: December 30, 2003.