

CHF BC Sample – Memo to Members (blank)

(remove header when adapting for use)

[Full name of housing co-op or letterhead]

Memo to members (blank)

[Give to all new members as they are accepted]

To: Members of *Model Housing Co-operative*
From: Board of directors
Date:
Subject: Personal information

In October 2003, the provincial government passed a law to protect the privacy of personal information – the *Personal Information Protection Act* (PIPA or the Act). This law applies to housing co-ops since January 1, 2004.

The Act allows the co-op to use the personal information it has already collected about you before 2004 for the purposes that “a reasonable person would consider appropriate in the circumstances.” From 2004 onward the co-op will continue to collect the following information from you for the purposes listed below.

Here is a list of the personal information we have about you.

Information*	Who we will share it with in the performance of their duties**
_____*	_____**
_____*	_____**
_____*	_____**
_____*	_____**
_____*	_____**

* *List all the personal information that you will keep about the member.*

** List all positions that apply. You will need to include positions both inside and outside the co-op. For example, include staff or management company, the co-op's auditor (the auditor will need access to personal records during the co-op's audit), and employees of CMHC, BC Housing, the Agency for Co-operative Housing or the municipality (if necessary to comply with subsidy agreements or Home Owner Grant applications). List positions rather than the specific names of people. For example, list the auditor rather than the name of the person doing the audit.

We use this information to

- comply with the co-op's operating agreement or program rules with **[CMHC (Canada Mortgage and Housing Corporation) and/or BC Housing]**
- decide if you qualify for subsidy/**[security of tenure fund]** and to calculate the subsidy and housing charges yearly
- decide if you qualify for an internal move
- **[add any other way you will use the information if it relates to the co-op's role as a provider of housing]**

PIPA requires us to designate a person responsible for handling questions or complaints about how we use and protect personal information. The co-op's personal information protection officer (PIP officer or privacy officer) **[officers]** carries out this duty.

If you have any questions or objections, please contact the PIP officer, **[insert the name of the person [persons] and how to contact them]**. You can contact the co-op office in case this is not the current PIP officer.

Effective date: **[insert date]**