

CHF BC Sample – Personal Information Protection Officer (PIP officer) (remove header when adapting for use)

[Full name of housing co-op or letterhead]

Personal Information Protection Officer (PIP officer)

Purpose

The PIP officer[s] will ensure that the co-op follows the *Personal Information Protection Act (PIPA)*, its principles and the co-op's personal information protection policy.

Job description

The PIP officer[s] job is to:

1. review the co-op's policies and practices for dealing with personal information
2. make recommendations to help the co-op follow PIPA
3. provide information to members and the public about how the co-op protects personal information
4. handle complaints as outlined in the personal information complaint procedure.

The PIP officer[s]:

5. reports to the *[general meeting]* with periodic reports to the *[board]*
6. serves for *[1]* year and is renewed *[annually]* by the *[general meeting]*.

Effective date: **[enter date]**

Resources – Personal Information

Options

If your co-op's **personal information protection policy** requires the appointment of more than one PIP officer, “officer” to “officers” where needed.

Options (Points #5 and 6):

- If your co-op's **personal information protection policy** sets out that the board appoints the PIP officer, change Point #5 to “reports to the board, with periodic information reports to the general meeting”. In Point #6 delete “general meeting” and replace with “board”.
- In Point #6, you can change the number of years and “annually” to “every two years”, etc.
- If you want to limit the maximum number of years a person can serve in a row as PIP officer, add “to a maximum of [#] years” in Point #6.

Resources – Personal Information

Discussion notes

When selecting the PIP officer, keep the following in mind:

- the PIP officer is there to help the co-op meet its responsibilities
- choose someone who is fair and sensible
- choose someone who will not have a conflict of interest (*Note: the officer does not have to be a co-op member*)
- the PIP officer should be familiar with the ten principles of personal information protection
- it is recommended that the co-op consider having a secondary PIP officer or a backup to help the PIP officer with their duties and/or in case of absence or unavailability.