

**THE UNIVERSITY OF WINNIPEG TRUSTEED PENSION PLAN**  
**PRIVACY POLICY**

The Board of Trustees of the University of Winnipeg Trusteered Pension Plan (“**we**”, “**us**”, “**our**” or the “**Board**”) is dedicated to the protection and privacy of the UWTPP members' personal information.

Your privacy, as a member or other beneficiary under the UWTPP, is important to us. The Board is committed to employing appropriate practices in the area of privacy protection. Accordingly, we have adopted this Privacy Policy. This policy sets out the practices for dealing with members' and other beneficiaries' pers

## **Purpose of Collection of Personal Information**

The personal information we collect is used to administer the UWTPP for purposes that include, but are not necessarily limited to:

- Identify and enroll members
- Record designated beneficiaries
- Accurately record and validate service and salary as reported by employers
- Collect required contributions

We also disclose personal information where we are allowed or required to do so, such as:

Information that we are obligated to disclose to Canada Revenue Agency  
Information that we are obligated to disclose due to a marriage/relationship breakdown  
Responding to court orders, warrants or subpoena  
Information required to carry out the administration of the plan

## **Retention Policies**

We retain personal information only as long as it is required for the purposes it was collected or as otherwise permitted or required by law. The length of time personal information is retained varies depending on the purpose for which the personal information was collected, as well as our legal and regulatory requirements. This period may extend beyond the end of your relationship with us but only for so long as it is necessary. When your personal information is no longer needed for the purposes it has been collected we will destroy, delete, erase or convert your personal information to an anonymous form.

## **Keeping Information Accurate**

We will make every reasonable effort to keep your personal information complete, up-to-date, and accurate. Corrections to personal information are considered high priority and will be dealt with as soon as reasonably possible.

To assist with the continued accuracy of your records, please notify us of any changes to your personal information.

## **How to Find Out What Information We Have About You**

Write to the Board of Trustees Secretary at the address below, if you have any questions concerning the personal information we have in your file or about our personal information practices. To request personal information that we have on file for you, you must specify the personal information you are interested in. If you believe any of our information is incorrect, we'll investigate it and correct it as required.

The University of Winnipeg Trusteed Pension Plan  
Attn: Mark Betcher – Board of Trustees Secretary  
515 Portage Avenue  
Winnipeg, MB, R3B 2E9  
204-786-9809  
boardoftrustees@uwinnipeg.ca

When you write, please be sure to tell us:

- Your Name and address
- Your Phone Number (where you can be reached during business hours)
- The best time of day for us to call you (from Monday to Friday, excluding statutory holidays)

- If you are requesting information, specify the information you are interested in

### **Amending this Policy**

We may amend this Privacy Policy at any time and such change will become effective upon us making our updated Privacy Policy available on

<https://www.uwinnipeg.ca/hr/benefits/pension.html>

We may, at our discretion, also contact members directly to advise them of any changes to this Privacy Policy.