

Millwrights Local 1163 PRIVACY POLICY COMMITMENT TO YOUR PRIVACY

At Millwrights Local 1163 your privacy is of the utmost importance to us, because we gather certain types of information about our members and those that register to use our website, we feel you should fully understand our policy and the terms and conditions surrounding the capture and use of that information. This privacy statement discloses what information we gather and how we use it. Millwrights Local 1163 gathers the following types of information:

1. **Administrative Uses**- Information that users provide through optional, voluntary submissions. These are voluntary submissions to sign up for access to the web site, attend training classes, order Millwright products, or pay dues, be on our Out of Work List and Union Participation activities.
 - Name
 - Address
 - Phone #
 - Social Security Number
 - Contractors
 - Job sites
 - Job Steward Reports
 - Credit card information
 - Email address
 - Participation activity

2. **Web Site**- Millwrights Local 1163 wants to make your experience online satisfying and safe. Users of the web site must register separately in order to view member specific information like training schedules, announcements and special events. During registration the user is required to supply a name, address, phone number, social security number.

Once registered if the user wants to purchase Millwright products or pay dues the user will have to provide name, address, phone number, credit card information and UBC number in order to process credit card orders.

Information gathered can be shared with union affiliates such as International and Regional Councils in accordance to union business. Credit Card information is gathered and shared with Nova Virtual Merchant (The credit card processing company) for the sole purpose of processing credit card orders. SSL encryption is employed to keep credit card information safe. An SSL Certificate establishes a private communication channel enabling encryption of the data during transmission. Encryption scrambles the data, essentially creating an envelope for message privacy. When the information gathered is no longer needed or stored at Millwrights Local 1163 the information is destroyed by the method of cross-cut shredding.