

THE UNIVERSITY OF WINNIPEG TRUSTEED PENSION PLAN (“UWTPP”)

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' personal information, including the types of information collected, how the information is used, how the information is kept safe, and how to access your personal information.

If your service at the University of Winnipeg makes you eligible to join the plan, membership is a condition of your employment. By becoming a member of the plan, or maintaining membership in the plan as a retiree, you are deemed to have consented to the use of your personal information in accordance with the plan and as outlined herein.

Collection & Protection of Personal Information

We collect personal information of members and beneficiaries in the regular course of administering the UWTPP. This information may be collected and managed by employees of the University of Winnipeg pursuant to the agreement between the University of Winnipeg and UWTPP. All member information collected and held by the UWTPP is considered to be personal and private.

Much of the personal information is collected directly from the University of Winnipeg. This includes, but is not necessarily limited to:

- Contact information and employee ID number
- Employment information including date of enrolment and province of employment
- Birth date
- Identifiers such as driver's license or passport
- Social Insurance Number
- Information and status regarding spouses, common-law partners, beneficiaries, and dependents
- Earnings and banking information (for Defined Benefit Plan members)

It is important that any changes to your personal information are communicated to us to ensure that we are using accurate personal information.

We protect personal information against loss or theft, unauthorized access, disclosure, copying, use, or modification with security safeguards appropriate to the sensitivity of the information. We use a variety of security technologies and procedures to help safeguard your personal information. Our safeguards include (a) physical measures, such as restricted physical access to our information system; (b) organizational measures, including limiting access on a “need-to-know” basis; and (c) technological measures, including the use of passwords and encryption.

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
- Determine eligibility and entitlement to benefits
- Provide pension estimates and process benefit applications
- Address pension and benefit issues that arise following a family relationship breakdown
- Make decisions with respect to the UWTPP
- Communicate with members and respond to inquiries
- Assess the quality of service we provide
- Comply with applicable laws

Disclosure of Personal Information

For those members who are part of the Defined Contribution Plan, we disclose the following personal information to Desjardins to allow them to administer your benefits:

- Contact information and employee ID number
- Employment information including date of enrolment and province of employment
- Birth date
- Social Insurance Number
- Information and status regarding spouses, common-law partners, beneficiaries, and dependents

Desjardins is contractually obligated to:

- keep your personal information secure and confidential; and
- only use it for the administration of this Plan.

If you wish to view the personal information held in your Desjardins file, a written request should be sent to:

Desjardins
P.O. Box 1355
Stn Desjardins
Montreal, QC
H5B 1C4

Some restrictions and charges may apply.

We will disclose your personal information, as necessary, to beneficiaries when they acquire rights to benefits under the plan.

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.