

# Protecting your privacy



Our commitment to you



## Committed to your protection

The CAAT Pension Plan is committed to the protection of your personal information. Your name, address and Social Insurance Number are among the data that is collected by the Plan, and you have a right to be concerned about how your personal information is used.

### ***Is this pamphlet for you?***

This pamphlet provides you with the facts about the CAAT Pension Plan privacy statement and the steps we are taking to protect your personal information.

## Our Privacy Statement

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The CAAT Pension Plan recognizes that you have a fundamental right to your privacy and we are committed to protecting the confidentiality of your personal information.

We are responsible for protecting the personal information under our control. Our Privacy Statement governs the collection, use and disclosure of the personal information you and your employer provide to us in oral, written and electronic form. Personal information refers to information that can identify you, such as your name or date of birth. Our Statement is modeled after the principles of the federal Personal Information Protection and Electronic Documents Act (PIPEDA). One of PIPEDA's requirements is that organizations must limit and protect the personal information that they collect from individuals.

Our Privacy Statement is available for viewing on our website by clicking on the Privacy link at the bottom of any page.

# Why we need your personal information

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Your personal information is necessary so we can comply with the reporting requirements of Ontario's Pension Benefits Act and the Income Tax Act. We need this data to administer the pension plan, provide you with your pension benefit and issue your Member's Annual Pension Statement and your retirement or termination option documents.

In some instances, we may also use your personal information to verify your identity when we communicate with you, in order to ensure confidentiality.

## **Who sees your personal information?**

The CAAT Pension Plan staff members who work with your data follow strict security measures to protect your information against theft and unauthorized use.

The Plan works with certain service providers, such as the pension payroll agent, in carrying out our obligations. These service providers may have access to some of your data. They are strictly prohibited from using, disclosing, or releasing member information for any purpose other than Plan administration.

## Keeping your information up to date

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We make every effort to ensure the information we collect remains accurate and up to date. Throughout the year, we mail Plan-related correspondence directly to retired members. If we receive returned mail, we attempt to locate these individuals directly to confirm their current address.

Active members, of course, can review their personal information on the Annual Pension Statements they receive mid-year. This is an excellent opportunity to confirm the accuracy of their data and contact their employer to request that it be updated, if necessary.

### **Help us protect your information**

Immediately advise the Plan of your address change so that you and only you receive your correspondence. Active members should contact their employer with address changes. Retired members can contact us directly, or fill out a Change Request form, available on our website.

## Security on our website

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The CAAT Pension Plan website provides general information about our pension plan to active and retired members, to the Human Resources and Payroll agents who perform the employer portion of pension administration, and to the general public.

Our website can be viewed by anyone who has access to the internet. Visitors are not required to log in, supply personal information or use passwords to gain access.

Because our site is public, we do not allow visitors to submit or store personal information on it. For example, although our Pension Estimator and our Actuarial Cost Estimator ask you to input your date of birth and salary, this information is neither recorded nor stored anywhere on the website.

## Concerns? Contact us

If you have concerns or questions about the privacy of your personal information, contact the Privacy Officer at the CAAT Plan.

### **CAAT Pension Plan**

**Email:** [contact@caatpension.on.ca](mailto:contact@caatpension.on.ca)

**Phone:** 416.673.9000

**Tollfree:** 1.866.350.2228

**Fax:** 416.673.9028

*Remember...when using email, don't reveal passwords, Social Insurance Numbers or other sensitive information.*



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