

Collection, Use, and Disclosure of Information in The Housing Registry

A policy has been developed to provide information to Housing Registry Members about privacy legislation and the Freedom of Information and Protection of Privacy Act (FIPPA), and the Personal Information Protection Act (PIPA) which affects the personal information that is held within The Housing Registry. The updated [Housing Registry Privacy Policy](#) is **attached** to this Bulletin and should be reviewed and retained by all users of The Housing Registry.

It is each member organization's responsibility to ensure that any employee or volunteer issued a password for The Housing Registry database, collects, uses and discloses applicant information in accordance with FIPPA, PIPA and Housing Registry policies.

All users must take reasonable precautions regarding the protection of information in the database. In particular:

- Computer passwords must be protected and not shared with others;
- Information will not be left unattended on computer screens;
- Information will only be viewed on a need to know basis.

It is the member organization's responsibility to inform The Housing Registry immediately if any of the following occur:

- User leaves the organization (permanently or short-term leaves exceeding 30 days);
- Users' role changes and they no longer require access;
- Passwords are compromised;
- New user requires access.



We have a new employee – how can they get access to Housing Connections?

To set up a new employee, follow these steps.

1. Complete and submit the Housing Registry Password Agreement (Schedule D of the Housing Registry Member Agreement).
2. Review the Housing Registry Privacy Policy (attached to this bulletin) with the new employee.
3. Housing Registry staff will contact your employee once the completed form is received to arrange for a user id set up and training in using the system.

*If you cannot locate the User Access form, email thehousingregistry@bchousing.org to request a copy.

2013 Council Elections

The success of The Housing Registry is dependent upon members who volunteer their time and expertise to ensure that the Registry continues to grow and improve.

Candidates are being sought from the following categories:

Large Housing Provider (over 1,000 units) – 1 seat;
Small Housing Provider (under 1,000 units) – 2 seats;
Community Agency – 1 seat.

A call for nominations will be emailed to Registry Members with a deadline for nominations of October 17, 2012.

Nominees will be contacted to accept or refuse their nomination.

Voting information will be emailed October 26th; the deadline for responding is November 16. Successful candidates will be contacted by December 3.

The new council will be introduced to the membership at the Annual Meeting of Members held on February 5, 2013.

The next Council meeting is December 11, 2012.

If you have a topic that you would like the Council to discuss, please forward to the Council by email at thehousingregistry@bchousing.org or contact the Council Chair, Doug Creba at 250-714-0172 or doug@nahs.ca.