



At-a-glance: Updated Privacy Guidelines for Strata Corporations and Strata Agents

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BC's *Personal Information Protection Act* (PIPA) sets out how strata corporations can collect, use and disclose personal information. The Office of the Information and Privacy Commissioner has released (January 2022) an updated strata council guidance document to help stratas understand their obligations, and better protect the data they collect and manage.

<p style="text-align: center;">7 Key Strata Responsibilities</p> <ul style="list-style-type: none"> • Designate a “privacy officer”, who is accountable for the strata’s compliance with PIPA • Get the consent of owners and tenants <i>before</i> collecting, using or disclosing personal information (except in specified circumstances where PIPA does not require consent) • Tell individuals, upon request, why personal information is being collected, how it is being used and to whom it has been disclosed • Take reasonable steps to ensure that the personal information collected is accurate and secure • Respond to requests for personal information completely and promptly • Have personal information policies that are understandable and readily available • Securely destroy, erase or anonymize personal information if the strata no longer needs the information for the purpose for which it was collected <i>and</i> retention is no longer necessary for legal or business purposes. 	<p style="text-align: center;">The guidance document, <i>Privacy Guidelines for Strata Corporations and Strata Agents</i>, provides information for stratas on topics such as:</p> <ul style="list-style-type: none"> • Disclosing personal information to a property manager • Requests for information made by law enforcement agencies • Surveillance systems • Responding to privacy complaints • Collecting personal information without consent • Use and disclosure of personal information • Role and responsibilities of a privacy officer • Personal information and meeting minutes
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Privacy Guidelines for Strata Corporations and Strata Agents, is available on the OIPC website (www.oipc.bc.ca/resources/guidance-documents). There are additional resources available to help privacy officers understand what is expected of them and to learn more about PIPA guidelines, including an educational series called *PrivacyRight*, with a podcast episode on strata privacy.