

BP Canada Privacy Policy

Effective January 1, 2004 private sector organizations in Canada are required comply with Canada's **Personal Information Protection and Electronic Documents Act (PIPEDA) – “the Act”**.

This Act sets out rules for the management of personal information in the private sector. It balances an individual's right to the privacy of personal information with the need of organizations to collect, use or disclose personal information for legitimate business purposes.

The Act in Brief

Organizations covered by the Act must obtain an individual's consent when they collect, use or disclose the individual's personal information. The individual has a right to access personal information held by an organization and to challenge its accuracy, if need be. Personal information can only be used for the purposes for which it was collected. If an organization is going to use it for another purpose, consent must be obtained again. Individuals should also be assured that their information will be protected by specific safeguards, including measures such as locked cabinets, computer passwords or encryption.

Personal information is information about an identifiable individual but does not include "business card" information – such as name, title, business address, telephone number and email address. The level of care that is appropriate when collecting storing personal data depends on the type of data and the associated risk. [Click here](#) to see examples for the different levels of risk and care.

Provincial and Territorial Laws

Every province and territory has privacy legislation governing the collection, use and disclosure of personal information held by government agencies. These acts provide individuals with a general right to access and correct their personal information.

Alberta, British Columbia and Quebec are the only provinces with laws recognized as substantially similar to PIPEDA. These laws are known in Alberta and BC as the Personal Information Protection Act (PIPA). They regulate the collection, use and disclosure of personal information by businesses and other organizations and provide individuals with a general right of access to, and correction of, their personal information. Ontario has adopted privacy legislation to protect personal health information which has been recognized as substantially similar.

This does not mean however, that PIPEDA is not relevant in British Columbia and Alberta. PIPEDA applies to all organizations engaged in commercial activities unless the federal government exempts an organization or activity in a province that has substantially similar legislation to the Act.

Full details on these principles and other aspects of the Act can be found at the website of the Office of the Privacy Commissioner of Canada at: http://www.priv.gc.ca/index_e.cfm

In addition, BP Canada entered into an agreement with BP plc in November of 2002 to comply with the International Intra-Group Data Protection Agreement. This agreement was put in place worldwide to ensure that BP was in compliance with the European Union Directive on data privacy. This directive was also a major reason for Canada to develop its privacy laws and ensure the continued flow of personal data between Europe and Canada. As BP is a global company and borders do not restrict the way we manage information, it was important to adopt a global policy for data protection regardless of whether data protection laws were in place in the countries in which we operate.

For more information on BP Canada's privacy policy, including how BP Canada ensures the highest level of protection for employee and customer information, please review the [10 Principles of Privacy Protection](#).

If you have questions or concerns about how privacy affects you, please refer to the [Frequently Asked Questions document](#) or contact the BP Canada Privacy Coordinator at 233-1634 (1-877-232-1634) or through email at bpcanadaprivacycoordinator@bp.com.