

PRIVACY PRINCIPLES

How does SHEA address the 10 privacy principles?

ACCOUNTABILITY: SHEA has designated an executive member to be accountable for compliance with the principles of PIPEDA.

IDENTIFYING PURPOSES: Either before or when SHEA collects personal information, SHEA will always identify the collection purposes.

CONSENT: SHEA requires your knowledge and consent for the collection, use or disclosure of personal information – either by live voice or written word depending on the service a member needs.

LIMITING USE, DISCLOSURE, AND RETENTION: SHEA only uses or discloses your personal information with your consent and will retain your information as long as necessary to fulfill the identified purposes.

ACCURACY: SHEA strives to keep your information accurate, complete and up-to-date.

SAFEGUARDS: SHEA protects your personal information with appropriate physical, organizational and technological safeguards.

OPENESS: SHEA will make specific information available to you about its personal information policies and procedures.

INDIVIDUAL ACCESS: Upon your written request, SHEA will give you access to the existence, use and disclosure of personal information. You are entitled to question its accuracy and completeness and can request changes to ensure accuracy.

CHALLENGING COMPLIANCE: You are entitled to question the Privacy Officer on SHEA's compliance of these principles.

SHEA OBJECTIVES

- To enhance the implementation and maintenance of the C.O.R.E. curriculum
- To promote professional development.
- To facilitate the sharing of ideas and up dating material.
- To disseminate information.
- To improve curriculum and instruction.
- To provide a coordinated approach to health issues.
- To work with Saskatchewan Learning and Saskatchewan Health to promote healthy lifestyles.

Please direct your privacy questions, comments and requests to:

SHEA Privacy Officer
c/o Jennifer Wyatt
1038 N. Cypress Way
Regina, SK S4X 4R4
(306) 775-0609



**OUR PRIVACY
COMMITMENT
TO YOU**

SHEA
Saskatchewan
Health Educators
Association

PROTECTING YOUR PRIVACY

As an organization, SHEA is responsible for the protection of personal information and the appropriate handling of it at all times. Proper care in collecting, using, retaining and disclosing your information is of utmost importance. SHEA is committed to the development of policies and procedures that protect your privacy rights as identified in the federal government's Personal Information Protection and Electronic Documents Act (PIPEDA).

WHAT PERSONAL INFORMATION WE COLLECT

Defined by PIPEDA, personal information "means information about an identifiable individual, but does not include the name, title or business address or telephone number of an employee of an organization."

The personal information that SHEA collects with the member's consent includes:

- name
- home address
- home telephone number
- Saskatchewan teaching certificate number

WHY SHEA COLLECTS YOUR PERSONAL INFORMATION

The personal information SHEA collects will be limited to that which is necessary to fulfill certain purposes. During the course of your involvement with SHEA, the organization may collect use and disclose your personal information to:

- Identify you;
- Contact you for renewal and membership drive purposes;
- To forward conference and professional development information to you;
- And to secure annual grants.

In understanding the "what?" and "why?" personal information may be collected and used, members can be assured that SHEA's use of personal information is handled in a manner which is consistent with applicable privacy legislation. Should SHEA need your information for purposes other than those already stated, we will explain the purpose to you and obtain your consent before we use it. At any time, members may withdraw consent for SHEA to use personal information.

THE SAFETY AND SECURITY OF YOUR PERSONAL INFORMATION

Maintaining the security of your personal information is another goal. Appropriate physical, organizational and technological safeguards will be used to protect information against loss or theft, unauthorized access, disclosure, copying or destruction. SHEA will retain information only as long as it is required for the purposes it was collected. Necessary destruction of outdated information will be done in a confidential, secure manner.

YOUR RIGHTS AND CHOICES ABOUT YOUR PERSONAL INFORMATION

By providing your consent for SHEA to collect, use and disclose your personal information, SHEA can better provide you with useful services. As a valued member, you have the right to access your personal information and request changes at any time. It is your legal right to choose not to provide us with some or all of your personal information or to deny the use or disclosure of your information for certain purposes. However, you will be required to provide sufficient information to verify your identity.