



Nova Scotia College of Audiologists and Speech-Language Pathologists

Privacy Statement

Introduction

The Nova Scotia College of Audiologists and Speech-Language Pathologists (the “**College**”) is committed to maintaining the confidentiality and security of personal information. The College is accountable for all personal information under its control.

This policy outlines the principles and practices the College follows in protecting personal information. This privacy policy applies only to NSCASLP’s website and not to other community, company or organization sites to which links are provided.

Personal information is information about an identifiable individual, which includes names, addresses, telephone numbers, e-mail addresses, credit card information, or other contact information. It includes any personal identifiable data such as date of birth, social insurance number, age, marital status, race, national or ethnic origin and religion. It also includes educational information, such as educational program name and graduation year, previous licensure status, language proficiency and opinions (includes academic and/or professional references or clinical/competence assessments) about an individual.

The College follows the following principles adapted from the *Canadian Standards Association Model Code for the Protection of Personal Information*:

Accountability:

The College is accountable for all personal information under its control, including information which it may transfer to a third party. The College collects, uses and discloses information in accordance with its obligations under the *Nova Scotia Audiologists and Speech-Language Pathologists Act* (the “**Act**”) and the *Canadian Standards Association Model Code for the Protection of Personal Information* (the “**CSA Model Code**”). Staff are trained in standards and guidelines with respect to privacy and confidentiality.

The College has designated the Registrar of the College as a Privacy Officer who is responsible for everyday operation and control of personal information as well as the College's compliance with this Statement.

From time to time, the College discloses personal information to third parties for administrative and licensing purposes. Third parties are required to sign confidentiality agreements which reinforce the confidentiality obligations on them.

Identifying Purposes:

The College is required, pursuant to the Act, to regulate the practice of audiology and speech-language pathology in the province and to serve and protect the public interest in the practice of the professions. The College uses personal information of its registrants to carry out this function. The purposes for which the College collects registrants' information include:

- Registration and licensing applications and renewals
- Credentials verification and assessment, which may include sharing of information with other colleges and regulatory bodies in Canada and in other jurisdictions
- All regulatory processes
- Complaints and investigations
- Communication with registrants
- Establish and maintain updated practitioner listings which are published on the College website and made available to inquirers
- Correspondence with third parties as required by our objectives and exchange of information with other regulatory bodies

If the College wishes to use personal information for a purpose not identified, the new purpose will be identified and the College will seek consent prior to use, unless required or permitted by law.

Consent:

The College ensures that registrants are aware of the purposes for which personal information is gathered, the use of the information and reasons for disclosure.

The College obtains consent from registrants for the collection, use and disclosure of personal information.

Limiting Collection:

The College collects personal information only to the extent necessary for the purposes identified.

Limiting Use, Disclosure and Retention:

The College does not sell or trade personal information to third parties. Personal information is only used or disclosed for the purpose for which it was collected, with the consent of the registrant, or as required by law.

The personal information of the registrant is retained as long as it is considered necessary according to the College's data retention policy.

Safeguards:

The College takes reasonable steps to ensure that personal information is protected against loss, and unauthorized access, use, disclosure and alteration. This protection applies to both electronic and hard copy form.

The safeguards used by the College include:

- Organizational Measures: Employees' training, confidentiality agreements, limited access on "need to know" basis
- Technological Measures: Use of security software, password, firewall and encryption
- Destruction Measures: Records and documents of registrants are destroyed in a confidential manner
- Third party obligations: Contractual privacy agreement with third parties. To ensure the protection of personal information, third parties enter into a legal contract and confidentiality agreement before the College uses their services.

Openness:

The College is open about its policies and procedures and will provide registrants with specific information relating to the maintenance of personal information. These policies are available by contacting the College's Privacy Officer.

Challenging Compliance:

The College's Privacy Officer is responsible for overseeing compliance with this privacy policy. Any questions can be directed to the Privacy Officer who will respond to any concerns.

The College will investigate all complaints and will take appropriate action to resolve the issue. The College welcomes comments and suggestions regarding this Privacy Statement.

Website Privacy and Security

The website <https://nscaslp.ca/> uses cookies. The website server automatically logs information about visits to the website such as IP address, date, time and duration. This information is used for system administrative purposes, statistical analysis, and to update the website.

The College uses encryption technology and security certificates (https) on all web pages that require registrants or applicants to submit payment online. All transactions are handled by a third-party payment processor that meets strict security requirements.

The College takes reasonable steps to protect personal information but is not responsible or liable for the security of personal information on external websites to which links are provided on the College website. External links are provided for the convenience of users. The College encourages website visitors to read the privacy policies of all websites visited, especially if personal information is shared.

For more information on the College's Privacy Statement:

Registrar, registrar@nscaslp.ca; 902-219-2906

Revision to the Privacy Statement

This version of the Privacy Statement is effective November 24, 2022.

Approved by the NSCASLP Board of Directors.