



Your privacy is important to us!

We will protect all the confidential information you share with us.

What is confidential information?

All sensitive information is confidential, especially your personal information and your health information.

How do we handle your confidential information?

- First, we will get your consent to collect, use and/or disclose confidential information unless otherwise authorized or required by legislation (i.e., the *Health Professions Act*, the *Personal Information Protection Act*, or other legislation impacting the College and our activities).
- Once we have your information, we will protect it as per these laws.
- We also have policies and procedures that guide our employees when handling your confidential information.

Specifically, adherence to our Privacy and Confidential Information Policy means we will:

- Collect only the confidential information we need to do our College work.
- Get your consent before collecting, using and/or disclosing your confidential information unless otherwise authorized or required by legislation.
- Keep your confidential information secure at all times.
- Acknowledge your right to see any confidential information we hold about you.
- Aim to keep our records as accurate as possible.

If you have any questions or concerns about how we handle your confidential information, please contact our privacy officer:

Sharon Barron, Director, Professional Conduct and Privacy Officer

T: 780-969-4951 | 1-800-561-3899 ext. 4951 | F: 780-424-9617

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