



## 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

2700 - 10020 100 Street NW | Edmonton AB T5J 0N3

[Sharon.Barron@cpsa.ab.ca](mailto:Sharon.Barron@cpsa.ab.ca)