

## ***Introduction***

The College of Physicians & Surgeons of Alberta (CPSA) is established under the *Health Professions Act (HPA)*. The CPSA's privacy policies are derived from its authorities and responsibilities described by this Act, as well as the *Personal Information Protection Act (PIPA)*.

The CPSA is committed to following the mandates of the governing legislation to ensure that personal information under its custody and control is managed appropriately and responsibly.

## ***Personal Information Collected by CPSA***

The CPSA collects only the information that it requires in order to carry out its functions as a regulatory body under the *Health Professions Act*, its Regulations and Bylaws.

## ***Methods of Collecting Personal Information***

The CPSA collects personal information directly from its members or applicants. The CPSA collects information from a third party if consent is obtained, or where the CPSA is authorized by law to collect it (examples: complaints; Triplicate Prescription Program).

## ***Use of Personal Information***

The CPSA uses personal information to fulfill its mandate to regulate the profession of medicine under the HPA, Regulations and Bylaws.

## ***Disclosure of Personal Information***

Personal information about physicians collected through the registration or renewal processes is categorized on the forms used as to its privacy category (public, restricted, aggregate or confidential). These categories are defined on those forms, and information handling processes reflect the applicable category.

The CPSA may also disclose personal information to an external party without first obtaining consent for disclosure, where such disclosure is required or permitted by legislation such as the HPA (for example, disclosure of information may occur during the complaints process).

### ***Protection of Personal Information***

The CPSA protects personal information by training staff to appreciate the importance of privacy and the confidentiality of personal information.

In addition, the CPSA ensures the security of the personal information in its possession by taking such measures as (a) implementing technological safeguards to secure personal information that is stored in electronic form, (b) ensuring that the areas in which hard information is stored are reasonably secure and (c) restricting access to personal information stored in paper form.

### ***Retention of Personal Information***

The CPSA retains personal information for the entire period that a person is a member of the CPSA. Once individuals come off the CPSA's Register, their file is culled, and only limited information retained. Personal information collected during the investigation of a complaint is maintained in accordance with CPSA Regulations and Bylaws.

### ***Access and Correction***

Under *PIPA*, individuals have a right to access CPSA records containing their personal information. Upon request and subject to certain legal restrictions, the CPSA will give individuals access to the personal information held about them. The CPSA may charge a reasonable fee for this service.

If an individual requests a correction of an error or omission in the personal information the CPSA will, subject to legal limitations, correct the information as soon as is reasonably possible or annotate it with the correction that was requested.

The CPSA's Privacy Officer will make every reasonable effort to assist individuals asking for access to or correction of their personal information and will respond as accurately and completely as is reasonably possible within the time limits specified in privacy legislation.

All requests for access must be in writing and must set out in sufficient detail the scope of the request. Requests should be delivered or mailed to the CPSA's Privacy Officer.

### ***Further Information***

For further information about the CPSA's privacy policy or to make a complaint about the handling of a privacy issue, contact the CPSA Privacy Officer, Mr. John Swiniarski, at (780) 969-4987 or e-mail [john.swiniarski@cpsa.ab.ca](mailto:john.swiniarski@cpsa.ab.ca).