

APGO Privacy Policy

Introduction

The Association of Professional Geoscientists of Ontario (APGO) regulates the practice of professional geoscience in the public's interest under the authority of the Ontario *Professional Geoscientists Act, 2000*. For more information about APGO's governing legislation, please visit APGO's web site at www.apgo.net.

APGO is committed to ensuring the accuracy, confidentiality, security and privacy of an individual's personal information. APGO is legally obligated to keep all of its information confidential unless its regulatory mandate requires disclosure.

APGO's Privacy Policy entails the principles and guidelines for the minimum required protection of personal information collected, used or disclosed. It represents responsible and transparent practices in the management of personal information in accordance with well-established privacy rules.

APGO does not engage in commercial activities and, therefore, is not covered by the provisions of Part 1 of the *Personal Information Protection and Electronic Documents Act*. However, APGO has chosen to follow the 10 principles of the Canadian Standards Association (CSA) Model Code for the Protection of Personal Information with necessary modifications to reflect that it is a regulatory body that has to collect, use and disclose personal information without consent in order to serve and protect the interest of the public.

APGO Privacy Policy Principles

1. Accountability

APGO is responsible for personal information under its control and has designated its senior staff member to be accountable for APGO's compliance with the principles outlined in this Privacy Policy document.

The Executive Director and Registrar of the Association, has been designated APGO's Privacy Officer. The Privacy Officer may be contacted at:

Executive Director & Registrar
APGO's Privacy Officer
60 St. Clair Avenue East, Suite 913
Toronto, ON M4T 1N5
E-mail: info@apgo.net
Tel.: 416-203-2746
Fax: 416-203-6181

2. Purposes of Collection

The purposes for which personal information is collected, used and disclosed by APGO are identified on a **Declaration and Consent Form** submitted at the time of or during the application process for Professional Geoscientist or Geoscientist-in-Training membership.

APGO retains the right and duty at all times to use any personal information provided as may be required or permitted in the course of its regulatory role to register/licence individuals, corporations and other entities, to maintain its public register and to regulate the practice of professional geoscience in Ontario for the protection of the public, and as otherwise required or permitted by law.

Each person or business entity will be given the opportunity to consent or refuse consent for the use and disclosure of personal information for commercial activities. Any such consent may subsequently be amended or withdrawn, in writing, by the individual or entity.

3. Consent

The knowledgeable consent of an individual will be sought for the collection, use, disclosure or retention of personal information by APGO. The form of the consent sought by APGO may vary depending on the circumstances and the type of information and the reasonable expectations of the individual. The **Declaration and Consent Form** will be sent by APGO to all existing registrants and applicants and will accompany all new applications for registration/licensure, and certification will provide for **express consent**. On this form, an individual may request that his/her contact information not be given to other organizations for use in commercial activities.

With respect to personal information already provided to APGO, it is reasonable to infer that an individual has given **implied consent** for the collection, use, disclosure or retention of personal information until the individual has returned the above-noted **Declaration and Consent Form** to APGO.

Should such information be used for new purposes not previously identified, APGO shall identify and seek consent for such purposes prior to such use, unless otherwise required or permitted by law.

An individual may withdraw his/her consent at any time upon reasonable notice subject to legal or contractual restrictions and by providing reasonable notice. However, withdrawing consent to use information required for APGO to complete its regulatory duties may result in the revocation of the individual's APGO licence and/or membership.

APGO retains the right and duty at all times to collect, use and disclose any personal information as may be required or permitted in the course of performing its regulatory duties and as otherwise required or permitted by law.

4. Limiting Collection

APGO's collection, use and disclosure of personal information shall be limited to that which is necessary for the purposes identified by APGO, or as otherwise required or permitted by law. Information shall only be collected by fair and lawful means.

5. Limiting Use, Disclosure and Retention

Personal information collected, used or disclosed by APGO shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as otherwise required or permitted by law. Personal information shall be retained only for as long as necessary for the fulfilment of those purposes for which it is collected.

APGO shall not disclose individuals' personal information to third party organizations for commercial purposes unless such individuals have provided consent on the **Declaration and Consent Form** permitting APGO to do so.

6. Accuracy

Personal information collected, used or disclosed by APGO shall be as accurate, complete and up-to-date as is necessary for the purpose for which it is to be used.

APGO endeavours to maintain accurate and up-to-date records. However, the onus is on the individual to advise APGO, in writing, with respect to any change in particulars.

Changes to personal information submitted to APGO will only be accepted in writing from the individual requesting the changes.

7. Safeguards

Personal information collected, used and disclosed by APGO shall be protected by security safeguards appropriate for the sensitivity of the information.

APGO's database is password protected. Access to the APGO office is supervised. Only authorized individuals are permitted to access or use personal information, whether in hardcopy or electronic form.

In addition, all APGO councillors, committee members and employees are required to maintain confidentiality in accordance with the *Professional Geoscientists Act, 2000*.

8. Openness

APGO shall make readily available to individuals, specific information about its policy of practices relating to the management of personal information collected, used and disclosed and retained (for example, as set out in this document). An individual may contact the APGO Privacy Officer to obtain further information.

9. Individual Access

Upon request, an individual shall be informed of the existence, use and disclosure of his/her personal information collected, used or disclosed by APGO and shall generally be given access to that information. Certain information, such as professional references submitted by others in confidence in support of an application, shall not be accessible to the individual if doing so would likely reveal personal information about a third party. However, if the information about the third party is severable from the record containing the information about the individual, the organization shall sever the information about the third party before giving the individual access.

An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

10. Challenging Compliance

An individual shall be able to address a challenge concerning compliance with the above-stated principles with the APGO Privacy Officer.

In the event that further recourse is required, an individual may bring the matter to the attention of the Chair of the Governance Committee of APGO. The Governance Committee is mandated to oversee compliance of the operations of APGO with respect to its internal policies and procedures and to all legislation applicable to the function of the Association. The Governance Committee reports to APGO Council.