



Ottawa-Carleton Pharmacists' Association

Privacy Statement

As of January 1, 2004, the Personal Information Protection and Electronic Documents Act (PIPEDA) comes into effect. This law requires the Ottawa-Carleton Pharmacists' Association (OCPhA) to obtain your consent to collect, use and share your personal information. This privacy statement is designed to inform you of the ways in which OCPhA uses information so that you are able to make an informed decision in providing personal information to OCPhA.

To become a member of the Ottawa-Carleton Pharmacists' Association (OCPhA), pharmacists are required to complete a registration form. In completing this form, pharmacists must provide personal information (e.g., name, e-mail address, phone number). Without this information, OCPhA cannot process a membership application.

Uses

This information is used by OCPhA in the following manner:

1. to process applications for membership and to maintain or analyze a listing of active and past members
2. to provide access to the OCPhA website (<http://www.ocpha.com>)
3. to provide members with information about the activities of OCPhA via a paper-based or electronic newsletter
4. to provide members with information about fraudulent prescriptions in the Ottawa-Carleton area via fax or electronic notification
5. to provide members with information about upcoming continuing education events via fax, electronic notification, or paper-based announcements
6. to provide members with information about upcoming OCPhA events via fax, electronic notification, or paper-based announcements
7. to contact members via phone or electronic means where necessary (e.g., where members have indicated an interest to participate in OCPhA activities, for the purposes of renewing their membership)
8. to collect member opinions using a survey or poll via mail, fax, or electronic means
9. to satisfy certain legal requirements (e.g., as set out by the Canada Customs and Revenue Agency (CCRA) or other government agencies)

If individuals, who are not OCPhA members and who are not seeking OCPhA membership, provide OCPhA with personal information in connection with requesting information from OCPhA, OCPhA will use that information to respond to their inquiries and may store this information for the purposes of contacting that individual in the future.

Sharing

OCPPhA sometimes partners with another party to provide continuing education (CE) services (e.g., a regional CE provider, a professional pharmacy association, a pharmaceutical company, an event organizer under contract to produce a CE event for a pharmaceutical company or professional association) or OCPPhA events (e.g., golf tournament, curling bonspiel, gala). OCPPhA will only share the information that is necessary for the third party to contact you via mail or fax (e.g., name, address, fax number) regarding these services. These third parties are not allowed to use this information for purposes other than providing these services.

OCPPhA does not sell or otherwise provide your personal information or our member lists to persons not involved with providing CE events or OCPPhA events except where a legal requirement compels OCPPhA to do so (e.g., subpoena, CCRA audit).

Storage

OCPPhA keeps personal information for only as long as is necessary for the purposes described in this privacy statement. In some cases, the period of that OCPPhA keep personal information may extend beyond your term as an OCPPhA member in order to satisfy legal requirements (e.g., income tax purposes) or where needed by OCPPhA (e.g., membership analysis).

OCPPhA has implemented policies and procedures to ensure the security of the personal information it collects. Additionally, OCPPhA has implemented policies and procedures for destroying, deleting or disposing personal information when it is no longer needed, to prevent unauthorized access.

Accountability

You have the option of limiting the ways in which OCPPhA uses your personal information. Please contact OCPPhA in writing at the address below indicating exactly how you would like to limit the way in which OCPPhA uses your personal information.

You may also contact OCPPhA in the same manner to update or request a summary of the personal information that OCPPhA has collected from you or to submit questions or concerns regarding the way in which OCPPhA collects, uses, shares, or stores your personal information.

OCPPhA has designated a privacy officer to handle such requests and to oversee the privacy policy. The Membership Coordinator assumes the role of privacy officer for OCPPhA.

OCPHA, through its privacy officer, will respond to such requests in writing within 30 days of receiving them. In the case where a member indicates a desire to limit the manner in which their personal information is used, OCPHA will confirm that steps have been taken to satisfy this request. In cases where the OCPHA's privacy policies or procedures are found to be deficient in some measure, OCPHA will take immediate steps to correct these deficiencies.

Send all communications to:

Privacy Officer
Ottawa-Carleton Pharmacists' Association
1785 Alta Vista Drive
Ottawa, ON
K1G 3Y6

Implied Consent

In the absence of a request from a member to limit the ways in which OCPHA uses their personal information, OCPHA will assume implied consent from its members to use their personal information in the manner described in this privacy statement.