

## APEGNB PRIVACY POLICY

Date: August 2021	Policy ID: C-1	Status: NEW
Reviewed Date: N/A	Revised Date: N/A	Retired Date: NOT APPLICABLE

The Association of Professional Engineers and Geoscientists (APEGNB) is the regulator for the engineering and geoscience professions in the province of New Brunswick.

APEGNB must collect, use, and, in limited circumstances, share personal information with organizations that are related to the regulation of the engineering/geoscience professions or for the provision of services offered to registrants.

This Policy details our practices concerning the collection, use and disclosure of personal information provided to APEGNB. Our obligations apply to all volunteers, employees, agents or representatives who provide services to or on behalf of APEGNB in connection with our delivery of products, services and information, as well as our website(s).

### WHAT IS PERSONAL INFORMATION?

We define “Personal Information” as any information, recorded in any form, about an identified individual, or an individual whose identity may be inferred or determined from the information. This Policy does not cover business contact information (e.g., name, title, business address, telephone and fax numbers, and e-mail address) when used for business purposes, or aggregated data from which the identity of an individual cannot be determined. APEGNB retains the right to use business contact information and aggregated data in any way that it determines appropriate.

Despite our efforts, errors sometimes do occur. If you identify any personal information that is out-of-date, incorrect or incomplete, please contact us and we will make the corrections promptly.

We collect, use, and share your personal information in order to:

- identify you and process your application as registrant/licencee or registrant-in-training;
- assess your application for licensure or transfer from another jurisdiction;
- contact you on official Association business such as discipline matters, and provision of Association publications and other regulatory communications that may relate to registrants/licencees or registrants-in-training;
- conduct voting for elections of individuals to volunteer positions and for resolution voting;
- strive to protect all parties from error and fraud;
- provide you with access to registrant services provided by third parties;
- determine your eligibility for membership milestones or awards;
- comply with legal and regulatory requirements; and
- communicate for any other purpose for which we have consent.

As a general rule, we hold all information concerning a Registrant or non-Registrant in strict confidence. Except in limited circumstances, we do not reveal this information to anyone unless you have expressly or implicitly authorized us to do so. We share personal information for two principal reasons:

1. To administer the Act, including transfer applications, applications for licensing and providing information to other regulatory bodies in the investigation of alleged breaches of the Act or By-Laws.
2. To market and sell products and services which APEGNB feels may be of interest to registrants. (Note: In these situations, we may share personal information with certain companies but only for the narrow and contracted purposes of promoting and selling a small range of services such as insurance.)

### **APEGNB PIPEDA Policy**

We have developed this policy to comply with the personal information ***Protection and Electronic Documents Act (PIPEDA)*** and to ensure that personal information of individual registrants is not disclosed or retained without the consent of the individual registrant. Members of APEGNB have a right to access personal information held by APEGNB and to challenge its accuracy, if necessary. Before APEGNB uses any personal information for any purpose other than that which was specifically authorized by the individual or by law, the registrant's consent must be obtained again.

### Legal Requirements

Under the *Engineering and Geoscience Professions Act*, APEGNB is required to keep a register containing the name of every registrant, licensee, and holder of a Certificate of Authorization as follows:

*11(3) The Registrar shall enter in the Register the name of each registrant, licensee, or holder of a certificate of authorization entitled to practise the Professions and any certificate or licence used by the Registrar under the seal of the Association shall be prima facie evidence of registration and licensure under this Act. Information required to be retained will be available to parties to inspect at APEGNB head office in compliance with the Act.*

Certain exceptions to the use of information without an individual's knowledge or consent are contained in *PIPEDA* Section 7 and elsewhere. APEGNB will not disseminate, use or collect information unless in strict accordance with *PIPEDA*.

### Ten Principles

APEGNB has based its Privacy Policy on the Ten Principles of the code provided in Schedule 1 of *PIPEDA*.

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|--|--------------------------------|
| 1. Be accountable.                       | 6. Be accurate.                |
| 2. Identify the purpose.                 | 7. Use appropriate safeguards. |
| 3. Obtain consent.                       | 8. Be open.                    |
| 4. Limit collection.                     | 9. Give individuals access.    |
| 5. Limit use, disclosure, and retention. | 10. Provide recourse.          |

### APEGNB Staff

All employees have been informed and trained on the APEGNB Privacy Policy and Procedures. No information is to be gathered, used, or disclosed except in accordance with this Policy. We further protect personal information by restricting access to those employees who need access to provide products, services or information. Consent must be recorded in writing and obtained from the individual who allows the dissemination of personal information prior to the release of any information to anyone. Disclosure to third parties of information is limited to what is required by law.

We endeavour to maintain appropriate physical, procedural and technical security safeguards at our office(s), through our on-line database and other information storage facilities to prevent any unauthorized access to, or loss, misuse, disclosure or modification of personal information. This also applies to our disposal or destruction of personal information. If inaccuracies in information held by APEGNB are discovered or suspected, the registrant is requested to apply to APEGNB in writing for a copy of the records and advise APEGNB of any necessary amendments. Proof of an individual's identity which is satisfactory to APEGNB staff is a requirement prior to the release of any information.

### **APPLICATION FOR ADMISSION**

All applications for admissions including academic credentials are gathered for the sole purpose of assessing a person's qualifications for membership in the Association pursuant to the *Engineering and Geoscience Professions Act*. The information collected will be used only for its expressed purpose and for no other purpose unless the expressed written consent of the applicant is first obtained. The consent of the applicant is necessary before the disclosure of the information to other professional Associations for registration purposes in those Associations, for example.

### **APEGNB VOLUNTEERS AND EMPLOYEES**

This policy applies to all councillors, committee registrants, volunteers, and APEGNB staff as well as any third-party contractors with APEGNB. All of the above are made aware of this policy and are required to comply with the requirements of *PIPEDA* and this policy.

## RETENTION OF INFORMATION

Documents and recorded information are securely kept for the minimum time required by law; however, some documents such as degrees or certificates are kept in some cases for the life of the individual. APEGNB reviews personal information periodically and destroys, erases, or renders anonymous information no longer required. Our current retention period is as follows:

Document	Minimum Retention Period	Maximum Retention Period
Registrant Files	15 years after death and/or ceasing to be a registrant	25 years
Application Forms including all supporting documentation	Kept in Registrant file; retained as above	Kept in Registrant file; retained as above
Examination Papers	1 year	Until an applicant becomes a registrant
Complaints or Investigation Files	Six years following closure or discipline hearing	Six years following closure or discipline hearing
Discipline Files	Indefinite	Indefinite

## WEBSITE PRIVACY POLICY

We do not automatically gather any personal information from you on our website. Some personal information will be required of registrants to allow participation in private APEGNB forums and/or the registrants' portal as well as any on-line forum or discussion group. For example, access and use of the Members-only and exclusive portions of the APEGNB website.

We will not disclose any personal information collected to any other party, other than to affiliated organizations, and reputable social media organizations without your prior consent, unless specifically required by law. These parties are obligated to maintain your personal information in confidence and not to use or disclose it for unauthorized purposes.

Some of our web pages may utilize 'cookies' and other tracking technologies, to collect information about website activity. These may serve to recall personal information previously indicated by a web user, to improve navigation on websites and to collect aggregate statistical information. This information may be used for advertising and marketing initiatives after you conclude your session on our website. The cookies may also track your activity on other websites or social media platforms that you visit after leaving our website. Most browsers allow you to control cookies through privacy settings, including whether to accept them and how to remove them.

### Link to other websites

Our website(s) may contain links to other sites. This Policy only applies to personal information that we collect, use and disclose. We are not responsible or liable for the privacy practices of third parties, and we strongly recommend that you review their privacy policies before you disclose personal information to them.

### **DIGITAL MARKETING**

From time to time, we may engage in digital marketing campaigns. These efforts may include using social media to support the various activities and obligations of APEGNB. By following our account, you consent to receiving our advertisements and other announcements. When we issue these items, we follow the protocols and procedures established by the social media platforms you use. You consent to us working with your social media platforms in this manner.

From time to time, we may use cookies to track the APEGNB emails you open and read. We may also track the email links you open and read, and other related information. We may also use cookies in order to serve our advertisements to you on other websites you visit after leaving our website. This information helps us promote targeted services to you. You may opt out of such tracking by adjusting the cookie settings on your browser.

### **EVOLVING POLICY**

This Policy is subject to change as APEGNB becomes aware of privacy decisions regarding the interpretation of *PIPEDA*, or as APEGNB internal policies change. We reserve the right to change this Policy, and any of our policies or procedures concerning our practices for handling personal information, at any time and without any prior notice.

For any questions related to your information or to this policy, please contact the CEO.