

## Privacy Principles

How does SCWEA address the 10 privacy principles?

**ACCOUNTABILITY:** SCWEA has designated the Membership Chairperson to be accountable for compliance with the principles of PIPEDA.

**IDENTIFYING PURPOSE:** Either before or when SCWEA collects personal information, SCWEA will always identify the collection purpose.

**CONSENT:** SCWEA requires your knowledge and consent for the collection, use or disclosure of personal information – either by live voice or written word depending on the service a member needs.

**LIMITING COLLECTION:** The collection of personal information is limited to the purposes identified to members.

**LIMITING USE, DISCLOSURE, AND RETENTION:** SCWEA only uses or discloses your personal information with your consent and will retain your information as long as necessary to fulfill the identified purposes.

**ACCURACY:** SCWEA strives to keep your information accurate, complete and up-to-date.

**SAFEGUARDS:** SCWEA protects your personal information with appropriate physical, organizational and technological safeguards.

**OPENESS:** SCWEA will make specific information available to you about its personal information policies and practices.

**INDIVIDUAL ACCESS:** Upon your written request, SCWEA will give you access to the existence, use and disclosure of personal information. You are entitled to question its accuracy and completeness and can request changes to ensure accuracy.

**CHALLENGING COMPLIANCE:** You are entitled to question the Privacy Officer on SCWEA's compliance of these principles.

## SCWEA OBJECTIVES

To promote an appreciation of the significance and values of career work education.

To provide a forum for the active exchange of ideas among educators, employers, students and the community.

To provide and disseminate information about career work education.

To promote courses and programs in employment skills, career development, career and work exploration and community involvement.

To provide workshops, conferences, seminars and other learning activities for members involved in career work education

Please direct your privacy questions, comments and requests to:

SCWEA Privacy Officer  
c/o Marion M. Graham Collegiate  
602 Lenore Drive  
Saskatoon, SK S7K 6A6  
Bus: 683-7750 Fax: 683-7777



## OUR PRIVACY COMMITMENT TO YOU

## SCWEA

Saskatchewan Career  
and Work Education  
Association

## Protecting your Privacy

As an organization, SCWEA is responsible for the protection of personal information and the appropriate handling of it at all times. Proper care in collecting, using, retaining and disclosing your information is of utmost importance. SCWEA is committed to the development of policies and procedures that protect your privacy rights as identified in the federal government's Personal Information Protection and Electronic Documents Act (PIPEDA).

## What Personal Information We Collect

Defined by PIPEDA, personal information "means information about an identifiable individual, but does not include the name, title or business address or telephone number of an employee of an organization."

The personal information that SCWEA collects with the member's consent includes:

- name
- home address
- home telephone number
- Saskatchewan teaching certificate number

## Why SCWEA Collects Your Personal Information

The personal information SCWEA collects will be limited to that which is necessary to fulfill certain purposes. During the course of your involvement with SCWEA, the organization may collect use and disclose your personal information to:

- identify you;
- contact you for renewal and membership drive purposes;
- to send you newsletters;
- to include you in our membership directory (member must indicate whether business or home address will be used for this purpose);
- to forward conference and professional development information to you; and
- to secure annual grants.

In understanding the "what?" and "why?" personal information may be collected and used, members can be assured that SCWEA's use of personal information is handled in a manner which is consistent with applicable privacy legislation. Should SCWEA need to use your information for purposes other than those already stated, we will explain the purpose to you and obtain your consent before we use it. At any time, members may withdraw consent for SCWEA to use personal information.

## The Safety and Security of Your Personal Information

Maintaining the security of your personal information is another goal. Appropriate physical, organizational and technological safeguards will be used to protect information against loss or theft, unauthorized access, disclosure, copying or destruction. SCWEA will retain information only as long as it is required for the purposes it was collected. Necessary destruction of outdated information will be done in a confidential, secure manner.

## Your Rights and Choices About Your Personal Information

By providing your consent for SCWEA to collect, use and disclose your personal information, SCWEA can better provide you with useful services. As a valued member, you have the right to access your personal information and request changes at any time. It is your legal right to choose not to provide us with some or all of your personal information or to deny the use or disclosure of your information for certain purposes. However, you will be required to provide sufficient information to verify your identity.