

College of Dental Technologists of Alberta Privacy Policy

Purpose

The College Dental Technologists of Alberta (“CDTA”) is committed to protecting the privacy of our regulated members and members of the public. The CDTA will comply with privacy legislation through our Privacy Policy and subsequent Privacy Policy updates. The CDTA’s commitment to privacy protection is implemented through the management of the collection, use, disclosure and retention of personal information that the CDTA has for individual members of the public and members of the profession.

Policy Consent

Whenever possible, the CDTA obtains express consent for the collection, use and disclosure of personal information. For a number of the requirements under the Health Professions Act the CDTA assumes implied consent for personal information necessarily collected in registration, continuing competence, complaints management, professional discipline and accreditation programs, by members who provide the requested information. As required by law, the CDTA can, from time to time, collect, use, disclose, retain or destroy personal information without consent.

Collection of Personal Information

The CDTA limits the information it collects to that which is required to perform its legislative requirements. The primary collection of personal information is through members’ registration and renewal. This information is used for determining eligibility for registration as well as other purposes, which are listed in the next section.

Uses of Personal Information

The CDTA collects personal information from its members and the general public for the following purposes:

- Creating and maintaining registration records about regulated and other members including applications for registration as a member.
- Creating and maintaining records about the CDTA Continuing Competency Program including the CDTA Code of Ethics, Standards of Practice, Guidelines and Advisories.
- Creating and maintaining records about patient/public complaints, resolution, grievance, mediation, alternative complaints resolution, investigations, hearings, tribunals, limitations, suspensions, cancellations and appeals.
- To fulfill its government mandated requirements for the provision of continuing education courses, professional development initiatives, seminars, workshops, etc. to its members.
- To confirm or request a member’s good standing in Alberta or from other jurisdictions.
- To establish the public members voting quota on the Council of the CDTA.
- To establish a directory containing the names and contact information of the complaint’s director, the hearings director, the registrar, the president, the CDTA Privacy Officer, and the members of the Council.
- To recruit and manage the employment of CDTA employees.
- To manage student supervision.
- To answer questions from the general public regarding the membership register.
- To facilitate Council, Annual General, or Special General meetings of the CDTA.
- To meet all legal and regulatory requirements.
- To fulfill all other government mandated requirements.

Disclosure

As a general rule, the CDTA does not make the list of regulated and other members available to advertising and other business groups. The register is available to all CDTA members on the members' side of the CDTA website. A searchable roster listing the name, membership type, status and practice competencies is available to everyone on the public side of the CDTA website.

A member of the public may request certain information concerning a registered member of the CDTA such as:

- the full name of the registered member,
- the registered member's unique registration number,
- whether the registered member's registration is restricted to a certain period of time, and if so, what that period of time is, and any conditions imposed on the member's practice,
- the status of the practice permit including whether it has been suspended or cancelled,
- the registered member's practice specialization recognized by the CDTA, and
- any restricted activities that have been authorized.

In the event that a registered member's practice permit is suspended or cancelled, or if conditions are imposed on the practice permit the CDTA has a statutory obligation under the Health Professions Act to disclose that member's practice permit information to certain parties [HPA section 119]. A member of the public may also request access to a member's practice permit information concerning suspensions and cancellations over the past five years.

Discipline Hearings

All CDTA hearings are open to the public unless the Hearing Tribunal orders otherwise. To obtain the date of a disciplinary hearing, a member of the public may call the CDTA during business hours, name the regulated member whose hearing they wish to attend and if there is a scheduled date, the information will be provided. A member of the public may request a copy of the decision and the transcript of the hearing upon paying the reasonable costs involved in producing the documents.

Protection

The CDTA takes all reasonable steps to ensure that all personal information collected is protected from unauthorized persons. All personal information is used only for the purposes stated in this policy and only that information which is necessary is released. The personal information is safeguarded with appropriate security measures, which include:

- Computer stations are equipped with password protection and encryption capacity.
- Paper files are kept away from public areas in the office.
- Records are destroyed in a safe way (e.g. shredded).
- All CDTA Council members, committee members, staff, advisors and consultants are required to adhere to Confidentiality and Conflict of Interest standards.

Access and Corrections

Members of the public and the profession can request access to their CDTA records through the CDTA Privacy Officer. All requests to change or correct personal information (other than routine updating) must be made through the CDTA Privacy Officer. If a copy of the personal information is requested, the CDTA will provide an estimate of the copying and mailing costs ahead of time.

Breach Reporting

The CDTA is committed to protecting the personal information of its members and of the public. In the event of unauthorized access, loss or unauthorized disclosure of personal information in the CDTA's control, the CDTA will promptly notify the Office of the Privacy Commissioner of Alberta if a reasonable person would consider that there exists a real risk of significant harm to an individual as a result of the loss or unauthorized access or disclosure.

Ongoing Monitoring and Evaluation

The CDTA will monitor and revise this Privacy Policy on an ongoing basis.

Openness

The CDTA will share information on the policies and procedures that apply to the management of personal information when requested by any member of the public.