

<b>STATEMENT of POLICY and PROCEDURE</b>			
Chapter:	Regulatory Administration	Policy #	<b>2.2.01</b>
Section:	Regulatory Administration	Issued:	December 6, 2013
Subject:	<b>Privacy and Release of Information</b>	Effective:	December 2013
Issue to:	All Manual Holders	Page:	1 of 2
		Replaces:	September 2015
Issued by:	The Saskatchewan Association of Licensed Practical Nurses	Dated:	June 7, 2017

## **1. POLICY**

The Saskatchewan Association of Licensed Practical Nurses (SALPN) collects, uses, and discloses personal information as reasonably necessary for the purposes of performing and fulfilling its responsibilities under the Act and Bylaws. Further, the SALPN is committed to the protection of personal information and to inform others regarding practices with respect to collection, use and disclosure of personal information provided to the SALPN. The SALPN remains committed to transparency, accountability, and to collecting personal information in a fair and lawful manner.

## **2. PROCEDURE**

- 2.1 The SALPN collects personal information for the following limited purposes:
- a. Fulfil professional regulatory functions in accordance to the Act and bylaws;
  - b. Communicate documents and information in accordance with the Act and bylaws;
  - c. Communicate information about the SALPN and its programs;
  - d. Establish and maintain linkages with members; and Manage personnel.
- 2.2 The SALPN uses applicant, member, and former member information in the following ways:
- a. Member contact - for SALPN communications, surveys, registration information, and membership benefits as designated in the bylaws
  - b. Demographic – for internal planning purposes and non-identifiable data provided to reputable sources like Statistics Canada or Canadian Institute of Health Information for input into trend analysis, research, human resource planning and for Council approved external research initiatives.
  - c. Maintenance of Public Registry - to document the membership, categories of membership and the current status of licensure in accordance with the Act and bylaws.

<b>STATEMENT of POLICY and PROCEDURE</b>			
Chapter:	Regulatory Administration	Policy #	<b>2.2.01</b>
Section:	Regulatory Administration	Issued:	December 6, 2013
Subject:	<b>Privacy and Release of Information</b>	Effective:	December 2013
Issue to:	All Manual Holders	Page:	2 of 2
		Replaces:	September 2015
Issued by:	The Saskatchewan Association of Licensed Practical Nurses	Dated:	June 7, 2017

- d. Licensure – to document compliance with regulatory and administrative bylaws, participation in SALPN activities and programs, payments, and accounts receivable.
- e. Membership eligibility and endorsement – to document eligibility for membership, initial and renewal registration/licensure, including but not limited to: standing for admission, preparation of transcripts, licensure examinations, continuing education program compliance, verification of registration, and for trend analysis, planning, and reporting.
- f. Proof of good standing to other jurisdictions upon applicant request and consent.
- g. From time-to-time, current or former members may be contacted to update communication lists, through provision of services, or in carrying out of SALPN approved research activities

- 2.3 The SALPN shall not sell, barter, trade or give away personal information to third parties, other than with secure written privacy agreements in accordance with this policy and without explicit consent, unless required by law or bylaw.
- 2.4 The SALPN stores and maintains personal information in conformity with the requirements of the *Personal Information Protection and Electronic Documents Act* (“PIPEDA”) and the Health Information Protection Act. (HIPA)
- 2.5 The SALPN shall not publish or print pictures on the website or in the publications of the SALPN without assuring the consent of the persons in the photo has first been obtained.