

Privacy and Release of Information Policy

1. Purpose

The objective of this policy is to outline how the SALPN collects, uses, and protects the personal information of applicants, members, and previous members.

2. Introduction

The SALPN collects, uses, and discloses personal information as reasonably necessary to perform and fulfil its responsibilities under the *Licensed Practical Nurses Act, 2000* and Regulatory and Administrative Bylaws. Further, the SALPN is committed to protecting personal information and informing others regarding practices for collecting, using, and disclosing personal member information. The SALPN remains committed to transparency, accountability, and the collection of personal information fairly and lawfully.

3. Authority

The Licensed Practical Nurses Act, 2000
SALPN Regulatory Bylaws

4. Procedure

The SALPN collects personal information for the following purposes:

- Fulfil professional regulatory functions according to the Act and bylaws;
- Communicate documents and information according to the Act and bylaws;
- Communicate information about the SALPN and its programs, and
- Establish and maintain relationships.

The SALPN may use applicant, member, and former member information for:

Member information

- General communications
- Surveys
- Dispersal of registration-related details, including membership benefits as designated in the bylaws
- Complaint, Investigation, and Discipline processes or proceedings

Demographic information

- Internal planning purposes and the distribution of non-identifiable data to reputable sources like:
 - Statistics Canada
 - Canadian Institute of Health Informationfor input into trend analysis, research, human resource planning, or
 - the Council (for Council-approved external research initiatives)

Public Registry

- Membership documentation
- Categories of membership
- Specialized Areas of Practice
- Registration of an Independent Practice
- Current status of licensure, including Complaints, Investigation, and Discipline processes or proceedings

Licensure

- Documentation of compliance with regulatory and administrative bylaws
- Licensure audit history
- Participation in SALPN activities and programs
- Payment history

Membership eligibility and endorsement

- Documentation of initial membership eligibility
- Renewal registration/licensure, including but not limited to:
 - standing for admission
 - preparation of transcripts
 - licensure examinations
 - continuing education program compliance
 - verification of registration
 - trend analysis, planning, and reporting

Verification of Registration - upon applicant request and consent

According to this policy and without explicit consent, the SALPN shall not sell, barter, trade, or give away personal information to third parties other than secure written privacy agreements according to this policy and without explicit consent, unless required by law or bylaw.

The SALPN stores and maintains personal information in accordance with the *Personal Information Protection and Electronic Documents Act* ("PIPEDA") and the Health Information Protection Act. (HIPA)

The SALPN shall not publish or print photos on the website or any SALPN publication without obtaining the person's consent.

First Issued: September 8, 2014

Previous Revisions: September 27, 2017

Current Revision: June 2021

Approved by: SALPN Council

Department responsible for review: Registration

The SALPN is mandated through the Licensed Practical Nurses Act 2000 to regulate the profession of Practical Nursing according to its Bylaws, Standards of Practice, and Policies in a manner that protects the public from risk and reduce harm to those a profession serves.