

SALPN Online Privacy Statement

Introduction

The Saskatchewan Association of Licensed Practical Nurses is committed to protecting the privacy, security and confidentiality of the information it collects about its members and other individuals, such as visitors to our online services, while performing its regulatory functions.

The SALPN will always be transparent about its personal information handling practices and measures its standards against the Canadian Standard Association's "10 Foundational Privacy Principles" and those of *The Health Information Protection Act*. If you would like to review our organization's comprehensive privacy policy, please contact the SALPN directly.

This Online Privacy Statement describes the collection, use, and disclosure of personal information collected on the SALPN website and the member SALPN portal. It does not specifically apply to information collected by the SALPN through other means. "Personal information" means any information that is about an identifiable individual, including name, contact information, opinions, personal identifiers, biometrics or any other information that can directly or indirectly identify an individual.

The SALPN may revise this Statement from time to time. Please refer to the date above for the latest revision.

How we collect, use, and disclose information

We collect member information through initial registration, licensure renewal and when members make updates on their member portal. The information collected is used to determine registration eligibility, as well as to perform other regulatory functions and provide membership benefits through the SALPN in accordance with *The Licensed Practical Nurses Act, 2000* and SALPN

Bylaws and to communicate documents and information in accordance with *The Licensed Practical Nurses Act, 2000* and SALPN Bylaws.

When visitors browse or contact us through our website, we will collect the information provided in the applicable forms and certain automatically collected data.

When an individual files a complaint via the website, we collect the information required to investigate the concern. The information collected includes your name, contact information and details of the incident that has led to the complaint. It will also include the name of the LPN subject to the complaint and the contact details of any witnesses.

We do not collect more information than is necessary.

We ask anyone submitting information to us to disclose only what is required for the SALPN to provide the service or investigate the complaint. You must not submit any information known to be inaccurate, false, or misleading.

We will disclose information only to the extent that it is necessary to fulfill the purpose underlying the collection of that information or as required by law.

We do not sell, barter, or trade personal information to or with any party.

Automatic and Aggregate Information

SALPN may automatically collect non-personal information through the operation of “cookies.” Cookies allow the SALPN to track a browser’s movement through the site. With cookies, we can see repeat user trends, facilitate users’ access to and use of a site, and make content improvements based on what is accessed. SALPN uses cookies to improve and optimize content development and delivery and will not use them to identify users or to track non-SALPN usage.

We will provide aggregate information about our members to the Government of Saskatchewan and Statistics Canada through the Canadian Institute for Health Information, as required by Statistics Canada.

Online “LPN SEARCH”

When a member of the public uses the online “LPN Search” SALPN must and will disclose the following information:

- the first and last name of the member;
- the member’s registration number;
- the member’s initial registration date;
- the status of the member’s registration;
- the specializations and additional skills the member holds; and
- any conditions or findings pertaining to the member;

Retention of Information

SALPN has developed data retention policies based on the relevant legislation, including *The Health Information Protection Act*, *The Licensed Practical Nurses Act, 2000* and requirements from Canada Revenue Agency and other federal and provincial requirements.

Security Safeguards

The SALPN safeguards all personal information with appropriate physical, technological and administrative security measures. While we maintain those standards, information transmitted over the internet is not completely secure, and we cannot guarantee that it will be.

Use of Third Parties and International Data Transfer

SALPN uses certain specific third parties to deliver our services to the public, its members and applicants. SALPN maintains appropriate contractual

safeguards to ensure any personal information transferred to those service providers will be treated in accordance with the law and SALPN policies.

Some of our service providers may be outside of Canada, and your personal information is accessible from outside of Canada, which means that during such access, it is subject to local jurisdiction, which includes local law enforcement.

Challenging Compliance

Direct concerns, questions, or complaints regarding SALPN's compliance with this Statement to:

SALPN Executive Director
2208 Victoria Avenue E.
Regina, SK S4N 7B9