

## Privacy Policy

<b>Policy Type:</b>	Board of Directors	<b>Approval Date:</b>	February 2025
<b>Category</b>	Operations	<b>Next Review Date:</b>	February 2026
<b>Applies to:</b>	Board of Directors, Members, Committee Members, Stakeholders, Staff		

This Privacy Policy outlines the Nurse Practitioner Association of Alberta (NPAA)'s approach to managing personal data. It aims to protect the privacy of individuals and ensure compliance with relevant laws and regulations. This policy applies to personal information collected, stored, and processed by NPAA, including but not limited to members, employees, committee members, stakeholders, and others who engage with NPAA services.

### Purpose

The purpose of this policy is to establish guidelines for how NPAA collects, uses, stores, and discloses personal information. It ensures transparency, security, and accountability while safeguarding the privacy of individuals associated with the Association.

### Data Collection

NPAA collects personal information through various means, including but not limited to:

- Membership Registration | Contact details, professional qualifications, and billing information.
- Event Registration | Data provided when registering for conferences, workshops, or events.
- Communication | Information exchanged via email, phone, or other communication channels.
- Website Interactions | Data collected through cookies or web forms, including visitor behavior and analytics.
- Legal or Regulatory Requirements | Information collected to comply with applicable laws.

### PIPA Compliance and Consent

In accordance with Alberta's Personal Information Protection Act (PIPA), NPAA ensures explicit consent is obtained before collecting, using, or disclosing personal information.

Prior to displaying personal information (e.g., contact details, professional qualifications) on the NPAA website or other platforms, explicit consent is obtained from Nurse Practitioners (NPs). This consent must outline the purpose for displaying this information, which is to assist patients in locating and contacting NPs through the NPAA NP Directory.

- Personal information will only be collected and displayed to facilitate the connection between patients and NPs.
- Only the information necessary for patients to identify and contact NPs will be disclosed. This includes basic contact information, professional qualifications, and areas of practice. No unnecessary personal details, such as sensitive health information or private data, will be shared.

### **Data Security Measures**

NPAA employs appropriate technical and organizational measures to protect personal information, including:

- Encryption of sensitive data.
- Secure storage systems with restricted access to authorized personnel only.
- Regular monitoring and auditing of security practices to prevent unauthorized access.

### **Retention of Personal Information**

NPAA retains personal information only as long as necessary to fulfill its purposes or comply with legal requirements. Once no longer needed, data will be securely deleted or destroyed in accordance with the NPAA's confidentiality and privacy standards. Documents, both physical and digital, will be retained and destroyed according to the organization's Retention Schedule, using methods such as shredding physical records or securely deleting digital files.

### **Access to Information and Corrections**

Individuals have the right to:

- Access their personal information held by NPAA.
- Request corrections to any inaccuracies of their information.
- Requests must be submitted in writing to NPAA, and responses will be provided within 30 days.

### **Rights and Complaint Process**

Individuals can:

- Withdraw consent for the use or disclosure of their personal information.
- File complaints regarding the NPAA's privacy practices.

Privacy-related inquiries or complaints can be submitted to NPAA in writing.

### **Policy Updates**

This Privacy Policy may be updated periodically to reflect changes in privacy practices or legal requirements. Updates will be communicated through the NPAA website or email notifications.

### Revision History

Version	Date	Summary of Changes	Initials	Changes Marked
1.0	December 2024	Draft Policy Approved - Board Feb 10, 2025	HB	Yes
2.0	February 2026			