

## **APEGGA PRIVACY POLICY**

January, 2004

APEGGA's privacy policy and website privacy policy are published on our website at [www.apegga.org](http://www.apegga.org). These policies result in part from our obligations under two Alberta Acts - *the Engineering, Geological and Geophysical Professions Act* as well as the recently passed Alberta *Personal Information Protection Act*. In its role of protecting the public, APEGGA must balance the requirements of helpful disclosure to the public with the privacy needs of its members. You are encouraged to refer to the privacy documents on our website now or at any time that you may have a question or a concern. You may also obtain more information about APEGGA's privacy policies or practices by contacting the Deputy Registrar, or by email at [privacy@apegga.org](mailto:privacy@apegga.org).

When you apply for or renew your APEGGA membership, we collect personal information about you, which may be used for any of the following purposes:

- determining your suitability for licensure and for maintaining that license.
- disclosing to the public the names and identifying information of members who are licensed under APEGGA to practice engineering, geology or geophysics in the Province of Alberta, either through the Member Register available on our website, or by way of telephone, email or mail query.
- engaging in policy development, advocacy activities, or establishing funding arrangements.
- administering, increasing opportunities for or facilitating access to member programs, benefits, services, etc, offered by APEGGA.
- supporting efficient operation of divisional units (including committees) of the Association.
- performing analysis to improve member service and satisfaction.

APEGGA will collect only the personal information necessary to fulfill these purposes. Within APEGGA, personal information is available only on a need-to-know basis. Except for the purposes or where required by law, APEGGA will not collect, use, or disclose information about you without your consent. Use of the information for other purposes is strictly prohibited.

Once you are a member of APEGGA, should your circumstances change, for example, a change of address or employment, you can update the information via our website at [www.apegga.org](http://www.apegga.org) or by written notice or by email to [privacy@apegga.org](mailto:privacy@apegga.org).

APEGGA may disclose some personal information of a contact nature (e.g. name, postal and email addresses, etc) to our selected member benefit providers, to allow them to inform you of opportunities regarding the offer of goods and services at the Association's preferred rates or to update you regarding existing benefit programs. APEGGA does not sell your personal information. Before your personal information is disclosed to our selected benefit providers, we require them to comply with our privacy policies, through confidentiality or non-disclosure agreements.

### **WITHDRAWING YOUR CONSENT**

You may withdraw your consent to the forwarding of your contact information to our selected benefits providers by APEGGA. To do so, you must provide APEGGA with written notice of your intention and the details of your withdrawal of consent. You understand that the withdrawal of your consent may affect the provision of benefits and services to which you may otherwise be entitled.

Subject to restrictions required by law, you may also withdraw your consent for the disclosure of personal information by APEGGA within the Membership Register displayed on the APEGGA website. Please check our Website Privacy Policy at [www.apegga.org](http://www.apegga.org) for further details. You must provide APEGGA with written notice of your intention including the details of your withdrawal.

**CONTACT INFORMATION**

Deputy Registrar

APEGGA

1500 Scotia One, 10060 Jasper Ave

Edmonton, Alberta T5J 4A2

[privacy@apegga.org](mailto:privacy@apegga.org)