



## Privacy Policies: Member Information

The Saskatchewan College of Pharmacists has developed these policies to comply with our ethical obligations, the *Personal Information Protection and Electronic Documents Act* (Canada) and the *Health Information Protection Act* (Saskatchewan).

- 1) In these policies “Act” means *The Pharmacy Act, 1996* and any amendments thereto, “College” means the Saskatchewan College of Pharmacists and “personal information” means any information about an identifiable member, intern, or prospective member or intern ;
- 2) The College may collect the following information about a member, intern, or prospective member or intern:
  - a. Demographic – title, name, date of birth, place of birth, home address, alternate address, home telephone number, home fax number, e-mail address, gender;
  - b. Education – educational certificate or university degree(s) and the institution from which these were granted, date of graduation, Pharmacy Examining Board of Canada Registration Number, internship or practical training time served, and any other educational qualifications related to the profession;
  - c. Registration or Membership Status – registration or membership category, classification or sub-classification, condition or restriction on practice, competency information, complaint or discipline information, current or past registration or membership with other jurisdictions;
  - d. Practice – place of practice, and the name, address, e-mail address, telephone number, fax number of employer;
  - e. Professional Competency – continuing education or professional development activities or programs being undertaken or completed, and any competency assessment undertaken or completed and the results thereof;
  - f. Records of achievements and awards including the personal information related thereto;
  - g. Records of service to the College;
  - h. Affiliations with professional and other organizations; and,
  - i. Any other information deemed necessary to fulfill the College’s obligations under the Act.
- 2) The College may use personal information for the purpose of registering that individual, renewing the membership and to maintain registers and records to be kept by the College. The College may also use registration or membership status information for conducting the affairs of the College that are required under federal and provincial legislation. For example, the College may share a member’s status with a licensed dealer to verify eligibility to order Controlled Substances.
- 3) The Act requires the Registrar to comply with a request from any person to inspect the information contained in the Register established pursuant to the Act. This “Public Register” includes disclosing the name, address (practice or employment site only) and registration or membership category of every member or intern. Under the Act, we must also annually file this “Public Register” with government to which we are required to include each member’s initial registration date. To confirm identity as part of the membership category data the College also discloses the member or intern number. **The College will not disclose any other personal information unless the member or intern provides express written consent.**
- 4) The College discloses personal information to external public registry compilers for the purpose of ensuring the integrity of public registry databases. The College permits such compilers to only disclose the same information that appears in the “Public Register”.
- 5) The College discloses registration or membership status information for a variety of purposes consistent with administration of the Act. One purpose is to publicize an order made by the Discipline Committee. Examples of other purposes include confirmation of registration and membership status to:
  - a. The College of Pharmacy and Nutrition, University of Saskatchewan for education, training and research;
  - b. Other regulatory authorities;
  - c. Third party payers;
  - d. Drug distribution centers (drug wholesales and manufacturers); or,
  - e. Any member of the public or press.
- 6) Consent of the member or intern is not required for the collection, use and disclosure of personal information that the College is required to obtain by legislation. The College will not disclose a member’s or intern’s home address, home telephone or fax number, or personal e-mail address without expressed written consent of the member or intern.
- 7) With expressed written consent of the member or intern, the College may disclose personal information for the following purposes:
  - a. Professional development and education; other than the CPDP unit
  - b. Practice based information or research;
  - c. Health promotion programs;
  - d. Health Canada notices;
  - e. Human resource or workforce research, planning and management; or,
  - f. For consideration of the member for an award.
- 8) A member or intern may at any time withdraw consent to the disclosure of personal information (except when authorized by legislation) by giving written notice to the College. Such withdrawal of consent cannot be retroactive.
- 9) A member or intern upon giving the College reasonable notice may access any personal information on file about himself or herself.
- 10) A member or intern may challenge the College’s compliance with these policies by submitting a complaint to the Registrar. Complaints that are not handled to the member’s or intern’s satisfaction may be appealed to the Council of the College.
- 11) The College may sell aggregate “Public Register” information to those who serve the professional needs of the member or intern.
- 12) When a member ceases to be a member or is deceased, this information shall be recorded on the “Public Register” according to the manner in which the College is required to report such information pursuant to the Act. Under these circumstances, electronic and paper files containing personal information shall be archived for an indefinite period of time. Access to such archived files shall only be permitted for legitimate purposes upon approval of the Registrar.

For the complete policy, contact the College office or locate the policy by following the links at [www.saskcollegepharm.ca](http://www.saskcollegepharm.ca)