

The New Brunswick Society of Certified Engineering Technicians and Technologists (NBSCETT)

1. Privacy Policy

Privacy rationale:

We, at the New Brunswick Society of Certified Engineering Technicians and Technologists ("NBSCETT", "we" or "us"), are committed to maintaining the accuracy, confidentiality, and security of your personal information. To that end, we have adopted this privacy policy.

This policy explains how NBSCETT collects, uses, discloses and safeguards the personal information provided to us, either directly by you or by a third party.

By providing personal information to us, or authorizing a third party to provide your personal information to us, you signify your consent to NBSCETT's collection, use and disclosure of your personal information in accordance with this privacy policy.

For purposes of this privacy policy, "personal information" shall mean any information that can identify an individual directly or through other reasonably available means. Personal information will not include an individual's business address or business telephone/fax number.

As part of our commitment to treat your personal information with respect, we operate in accordance with the following ten Standards (the "Standards"):

Standard 1 - Accountability

Standard 2 - Identifying Purposes

Standard 3 - Consent

Standard 4 - Limiting Collection

Standard 5 - Limiting Use, Disclosure and Retention

Standard 6 - Accuracy

Standard 7 - Safeguarding Member Information

Standard 8 - Openness

Standard 9 - Member Access

Standard 10 - Handling Complaints and Suggestions

Standard 1 - Accountability

We will maintain and protect the personal information under our control. We have designated an individual or individuals who is/are accountable for compliance with the Standards.

Standard 2 - Identifying Purposes

The purposes for which personal information is collected by us will be identified to you before, or at the time, the information is collected.

Standard 3 - Consent

Except where required or permitted by law your informed consent is needed for our collection, use or disclosure of your personal information.

Standard 4 - Limiting Collection

The personal information collected by us shall be limited to those details necessary for the purposes identified to you.

Standard 5 - Limiting Use, Disclosure and Retention

We will only use or disclose your personal information in accordance with the purposes for which it was originally collected unless you have otherwise consented, or when it is required or permitted by law. We will retain your personal information only for so long as is required to fulfill the purpose for which it was collected or as required by law.

Standard 6 - Accuracy

We shall make every reasonable effort to ensure your personal information is maintained in an accurate, complete and up-to-date form; trusting the professional member notifies the Society in a timely/appropriate manner.

Standard 7 - Safeguarding Member Information

We shall utilize no less than industry standards security safeguards to protect your personal information.

Standard 8 - Openness

If you have any questions, we will be more than happy to discuss them with you.

Standard 9 - Member Access

Upon your written request, we shall inform you of:

(I) the type of personal information we have collected;

(ii) generally how we have used your personal information in the past, and how we may in the future; and

(iii) whether or not we have disclosed your personal information to any third parties (and, if so, to whom). Individuals may verify the accuracy and completeness of their personal information, and may request that it be amended, if appropriate. "Please note that before we are able to provide you with any information, or correct any inaccuracies, we may ask you to verify your identity and to provide other details to help us to respond to your request.

Standard 10 - Handling Complaints and Suggestions

Any questions or enquiries with respect to the Standards or about our information handling practices may be directed to:

Privacy Officer, Edward F. Leslie, CAE, PTech
NBSCETT - SttagN-B
2 - 385 Wilsey Road
Fredericton, New Brunswick E3B 5N6

Tel: (506) 454-6124

Fax: (506) 452-7076

e-mail: ed.leslie@nbscett.nb.ca

Why We Gather Personal Information:

At NBSCETT, we gather and use personal information to certify applicants as applied science and engineering technicians or technologists, reclassify existing members, and provide any benefits we may deem to be of interest or value to the membership. From time to time it may be used for advocacy to government/industry, and statistical and

research purposes so that NBSCETT may monitor and respond to various trends. Financial information may be gathered for application fees, membership fees, exam fees, seminars, reclassification, and purchase of NBSCETT items.

We also use the personal information you have provided to us to communicate with you and safeguard your interests. We will send you important notices, and respond to any special needs or enquiries you may have. We may also send you information about other products and services that we believe may be of interest or value.

We only use personal information for the purposes that we have disclosed to you. If for any reason your information is required to fulfill a different purpose, we will obtain your consent before we proceed.

Types of Information We Collect:

The type of personal information we may ask for depends on and is related to the reason (or purpose) such personal information was provided to us. For instance, in order to verify your educational background, it may be necessary to contact the institution you have notified us has granted the qualification. It may also be necessary to contact an employer or others within your workplace history record, for professional references or a past organization to verify past membership. In addition to the foregoing, the following is a description of the type of personal information that we may ask for:

- home address
- home telephone number- date of birth - email address
- education history
- transcripts / certificates, diplomas of completion, graduation
- professional references
- employment history
- financial information.
- other current and/or past affiliation(s)
- in very limited circumstances, we may also collect certain medical information.

The choice to provide us with your personal information, either directly or through a third party, is always yours. However, your decision to withhold particular information may result in limiting our ability to provide you with the services or products you requested.

How We Collect Such Personal Information

We may gather such personal information from you in person, over the telephone or by corresponding with you via mail, email or facsimile. We may also gather it from the internet, or from third parties (such as a past employer) who have your authority to disclose such personal information to us.

While we try to ensure that every third party who discloses personal information to us has your consent to do so, if you believe that a third party has inappropriately disclosed your personal information to us, please contact the third party. If they do not adequately respond to your inquiry, please let us know immediately.

NBSCETT's Website:

When you visit our web site, information is not collected that could identify you personally unless you choose to provide it voluntarily. You are welcome to browse the web site at any time anonymously and privately without revealing any personal or financial information about yourself.

When Information May be Disclosed to Outside Parties:

Except as specifically provided for in this privacy policy, we do not disclose any personal information to third parties. The following are the limited instances where we may disclose your personal information to third parties:

- to aid in certification, designation or reclassification;
- in the event of a disciplinary matter or complaint;
- to offer you related products and services that might benefit you; and
- when required or permitted by law;
- government of New Brunswick Ministries for planning purposes;
- CTEN; and,
- Verification of membership by benefit providers, e.g., group insurers.

The type of information we are legally required to disclose may relate to criminal investigations or government tax reporting requirements. In some instances such as a legal proceeding or court order, we may also be required to disclose certain information to authorities. Only the information specifically requested is disclosed and we take precautions to satisfy ourselves that the authorities that are making the request have legitimate grounds to do so.

There are some situations where we are legally permitted to disclose personal information such as employing reasonable and legal methods to enforce our rights or to investigate suspicion of illegal activities.

Our Employees and your Personal Information:

In the course of daily operations, access to private, sensitive and confidential information is restricted to authorized employees who have a legitimate business purpose and reason for accessing it. For example, when you call us, our designated employees will access your information to verify who you are and to assist you in fulfilling your requests.

As a condition of their employment, all employees of NBSCETT are required to abide by the privacy standards we have established. Employees are informed about the importance of privacy. Unauthorized access to and/or disclosure of personal information by an employee of NBSCETT is strictly prohibited. All employees have signed an Agreement of Confidentiality, and are expected to maintain the confidentiality of personal information at all times, and failing to do so will result in appropriate disciplinary measures, which may include dismissal.

How We Safeguard Your Information:

We use industry standard technologies and maintain current security standards to ensure that your personal information is protected against unauthorized access, disclosure, inappropriate alteration or misuse.

Electronic customer files are kept in a highly secured environment with restricted access. Paper-based files are stored in locked filing cabinets, where access is also restricted, and in a secured environment.

We manage our server environment appropriately and our firewall infrastructure is strictly adhered to. Our security practices are reviewed on a regular basis and we routinely employ current technologies to ensure that the confidentiality and privacy of your information is not compromised.

To safeguard against unauthorized access to your accounts, you are required to "sign-on" using a user id and a password to certain secured areas of the NBSCETT and CTEN web

site. Both user id and password are encrypted when sent over the Internet. If you are unable to provide the correct password, you will not be able to access these sections.

When you call you may be required to verify your identity by providing some personally identifying information as well as your membership number.

Accessing and Amending Your Information:

You have the right to access, verify and amend the information held in your personal files. You may access and verify any of your information by calling the Society at 506-454-6124.

To help us keep your personal information up-to-date, we encourage you to amend inaccuracies and make corrections as often as necessary. Despite our efforts, errors sometimes do occur. Should you identify any incorrect or out-of-date information in your file(s), we will make the proper changes immediately upon your notification to us. Where appropriate, we will communicate these changes to other parties who may have unintentionally received incorrect information from us.

Questions, Concerns and Complaints:

If you have a question about the privacy policies stated on this site, please call us at NBSCETT, 506-454-6124.

If you have a concern or complaint about privacy, confidentiality or the personal information handling practices of NBSCETT or our employees, please contact

Privacy Officer, Edward F. Leslie, CAE, PTech

Tel: (506) 454-6124

Fax: (506) 452-7076

e-mail: ed.leslie@nbscett.nb.ca

Before NBSCETT is able to provide you with any information or correct any inaccuracies, however, we may ask you to verify your identity and to provide other details to help us to respond to your request. We will endeavour to respond within an appropriate time frame.

Updating this Privacy Policy:

Any changes to our privacy policy and information handling practices will be acknowledged in this policy in a timely manner. We may add, modify or remove portions of this policy when we feel it is appropriate to do so. You may determine when this policy was last updated by referring to the modification date found at the bottom of this document.

Web Sites Governed by this Privacy Policy:

The web site that is governed by the provisions and practices stated in this privacy policy is: WWW.NBSCETT.NB.CA.

The NBSCETT web site may contain links to other third party sites that are not governed by this privacy policy. Although we endeavour to link only to sites with high privacy standards, our privacy policy will no longer apply once you leave the NBSCETT web site. Additionally, we are not responsible for the privacy practices employed by other third party web sites. Therefore, we suggest that you examine the privacy statements of those sites to learn how your information may be collected, used, shared and disclosed.

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