

# **Canadian Cooperative Wildlife Health Centre**

## **Privacy Policy**

### **Accountability**

The Canadian Cooperative Wildlife Health Centre (CCWHC) is a university-based, inter-agency partnership through which Canada's Colleges of Veterinary Medicine, government agencies at all levels and non-government agencies pool their resources and expertise to reduce the economic and ecological costs and impacts of wild animal diseases in Canada. As such the CCWHC is committed to abiding by the *Personal Information Protection and Electronic Documents Act* (PIPEDA) as well as Federal and Provincial Freedom of Information and Protection of Privacy Acts.

### **Collection of Personal Information**

In order to fulfill the CCWHC mandate, on occasion the name, home address, home telephone number, fax number, and/or email address from those members of the public who report incidents relating to disease and wildlife or those who submit cases for further analysis are collected. This information is collected through submission forms, over the telephone and via electronic mail. Occasionally, information is also collected in person.

### **Purpose for Collecting Personal Information**

All collection of personal information is done in accordance with Federal and Provincial Legislation and is done only to fulfill identified purposes. These purposes include:

- To establish and maintain lists of contact persons, telephone numbers, email addresses and mailing addresses to facilitate communication with partner agencies.
- To notify interested parties about CCWHC related activities through email alerts, newsletters, reports and educational resources.
- To send electronic and/or printed laboratory reports and findings to those individuals who found and/or submitted the sample/carcass for analysis.
- To organize educational and training courses.
- To determine the geographic location of an incident or event.
- To maintain a list of individuals who have access to the CCWHC database or closed web-site.

## **Disclosure and Retention of Personal Information**

The CCWHC does not sell or trade personal information of any type at any time. Addresses and contacts are collected and used to provide those people with information. The personal information collected by the CCWHC shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.

Personal information will be retained for an indefinite period and will be protected unless the individual requests the CCWHC to destroy certain or all of their information.

## **Accuracy**

The CCWHC will make every effort to accurately record all information. Reasonable steps will be taken to maintain complete and up-to-date information as necessary to fulfill the objectives of collection.

## **Security and Protection of Personal Information**

Personal information is stored in the National Wildlife Disease Database and in some cases in printed files. Access to electronic information stored in the CCWHC database is restricted to a limited number of authorized users and is password protected using standard encryption means. Access to paper files is limited to individuals with access to lockable cabinets housed in securable rooms/buildings.

## **Access to Personal Information**

The CCWHC Privacy Policy and related practices are found within the policy section of the CCWHC website at <http://wildlife.usask.ca>. A printed copy can be obtained by contacting the CCWHC Headquarters Office at 1-800-567-2033.

Upon request, individuals are entitled to review their personal information which is in the possession of the CCWHC. The CCWHC reserves the right to ask that the request be made in writing.

Complaints concerning CCWHC privacy practices or regarding the accuracy of information may be made in writing and addressed to the CCWHC Director of Policy, Finance and Administration or the CCWHC Executive Director.

## **Policy Updates and Changes**

Changes to CCWHC privacy policies and practices may occur without notification. All changes will be reflected in subsequent versions of the privacy policy and on the CCWHC website.

## **Further Inquiries**

Your privacy is important. If you have any questions regarding the CCWHC Privacy Policy or concerns regarding the way personal information is being used, please contact the CCWHC Headquarters Office.

This policy is made under the *Personal Information Protection and Electronic Documents Act* as well as Federal and Provincial Freedom of Information and Protection of Privacy Acts, where they apply.