



Canadian Association of Gastroenterology (CAG) Privacy Policy

Personal Information Protection and Electronic Documents (PIPED) Act

In Canada, as of January 1, 2004 the Personal Information Protection and Electronic Documents (PIPED) Act extends to every organization that collects, uses or discloses personal information in the course of a commercial activity within a province, whether or not the organization is a federally regulated business. Organizations covered by the Act must:

- obtain an individual's consent when they collect, use or disclose the individual's personal information;
- allow the individual to access their personal information;
- allow the individual to challenge the accuracy of their personal information;
- only use the personal information for the purposes for which it was collected;
- obtain additional consent if the personal information is going to be used for another purpose;
- assure the individuals that their information will be protected by specific safeguards, e.g., locked cabinets, computer passwords or encryption

Personal information includes any factual or subjective information, recorded or not, about an identifiable individual.

The CAG and the PIPED Act

The Canadian Association of Gastroenterology is committed to maintaining the accuracy, confidentiality, security and privacy of personal information in its possession. 'Personal information' includes information collected on applications for membership, and annually on update forms sent to members. Both the applications for membership and the annual update form shall fully disclose all intended uses for personal information. Consent will be obtained to use, or to continue to use, the information for these purposes. **The CAG does not sell or in any way make available members' personal information or membership lists without members consent.**

Personal Information Collected

The CAG defines personal information as information – oral, electronic or documents – about an identifiable individual, including but not limited to:

- Name and titles
- Sex, and date and place of birth
- Education, professional training and credentials
- Business address, phone, fax and email address
- Home address, phone, fax and email address

Use of Personal Information

Personal information collected by the CAG is used:

- to send members information directly related to their membership, such as Annual General Meetings & related notices, and requests for annual membership fees
- to administer the benefits of membership, such as the free subscription to the *Canadian Journal of Gastroenterology* & notices of available research awards, educational opportunities, meetings & research surveys
- to include in a database available only to other CAG members for the purpose of finding colleagues (you may opt not to have your information used for this purpose).

Before using members' information for any purpose other than those listed above, the CAG will explain the purpose and obtain consent.

Security of Personal Information

Maintaining the security of members' personal information is important to the CAG. Only authorized personnel have access to your information, and our systems and procedures are designed to prevent the loss, misuse, unauthorized access, disclosure, alteration, or destruction of your information.
