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## POLICY AND PROCEDURE MANUAL

<b>POLICY</b>	Privacy		
<b>SECTION</b>	Operational - Administrative	<b>POLICY #</b>	III A – 3
<b>DATE CREATED</b>	December 2007	<b>DATE LAST REVISED</b>	
<b>NEXT REVIEW DATE</b>	2019/2020	<b>PAGE #</b>	1 of 1

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### POLICY STATEMENT

The College shall have a Privacy Code.

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### PROCEDURE

1. The College's Privacy Code is adopted to provide a voluntary mechanism through which the College can provide appropriate privacy rights to individuals involved in the College's activities while still enabling the College to meet its statutory mandate under the *Regulated Health Professions Act, 1991 (RHPA)*, the Health Professions Procedural Code and the *Psychology Act, 1991*.
2. The Deputy Registrar is accountable for the College's compliance with the Privacy Code.
3. The Privacy Code shall be reviewed at least every five years and updated as required.
4. The College will provide orientation and training to all new employees and appointees as well as all members of Council, Committees or Task Forces regarding their obligations pursuant to section 36 of the *RHPA* and the Privacy Code.
5. The College's Privacy Code is available on the College's website and on request by e-mail, telephone or regular mail.