



Association of Professional Biology

Privacy Policy

Updated November 2018

Member Information

Our commitment to privacy

- Respecting the privacy of personal information is important to us. This notice is published to explain our information practices and the options members can exercise about the way member information is collected and used.
- This notice is posted on is the APB website.

The information we collect

- In order to ensure that information can be relayed to members in a timely way, the APB collects contact information which may include present employer, and the member's home address.
- Members have the right to not provide their home address and/or phone number for contact purposes.
- Member can provide information on their fields of expertise if they choose to advertise their services on the APB website.
- Member information is retained in the member database which is maintained by the Registrar.
- Members are encouraged to update the information in their online APB Profile when needed.

The way we use information

- A member's College registration number is used to ensure that member is a member of the College.
- Contact information is used to ensure information of concern can be relayed to members.
- Information on professional expertise is used to advertise member's services on the APB website.
- Information on Institutions is used to confirm status of student members.
- Information on affiliations and interests is used to develop membership services tailored for Affiliate members.

What we do with requests for information

- A member can, at any time, login the APB website and view the information contained in its APB member's profile; or contact the Registrar of the APB in writing and request to know what information the APB has in the member's file. Every attempt will be made to comply with the request in a reasonable time frame.
- The only information provided to those other than the individual who submitted the information is whether the individual is a member in good standing of the APB.
- Anyone requesting to contact a member is invited to leave their contact information with the office, and the office will forward the information to the particular member for the member to act upon.

Professional development information sharing

- Where a member has successfully completed a CPD event hosted by the APB, the information will be shared with the applicable accrediting organization only with permission of the member.

Financial and Meeting Information

Minutes of regular meetings

- Minutes of the Regular Meetings of the Board of Directors are available for review by any member of the APB during regular office hours, and upon sufficient notice being provided to enable the Privacy Officer or Deputy Privacy Officer, in conjunction with the Executive Director to comply with the request.
- Minutes of Regular Meetings of any committee that is not addressing matters that concern legal actions, land acquisition or personal matters, will be available for review by any person during regular office hours, and upon sufficient notice being provided to enable the Privacy Officer or Deputy Privacy Officer, in conjunction with the Executive Director to comply with the request.

Financial records

- The record of accounts will be available for review by the members of the APB during office hours, and upon sufficient notice being provided to enable the

Privacy Officer or Deputy Privacy Officer, in conjunction with the Treasurer and Executive Director to comply with the request.

- The Annual Financial Statement of the APB and the auditor's report will be available for review by the members of the APB during office hours, and upon sufficient notice being provided to enable the Privacy Officer or Deputy Privacy Officer, in conjunction with the Treasurer and Executive Director to comply with the request.

The Annual Financial Statement of the APB and the auditor's report will be posted to the APB website with other reports arising from the AGM.

General Provisions

Our commitment to information security

- To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect.
- The APB members database is hosted on a Canadian server and is subject to the Privacy laws in Canada set by the Office of the Privacy Commissioner of Canada.
- The APB uses an online engagement management system that has been validated by the PCI Security Standards Council. Compliance with the Payment Card Industry Data Security Standard (PCI-DSS) means that the APB adheres to requirements for security management, policies, procedures, network architecture, software design, and other critical protective measures. The necessary steps are taken to ensure our members' and sponsors' payment card data is kept secure through every transaction and that they — as well as the APB — are protected against data breaches. Mailing, email and membership lists are not provided to members or third parties.

Office organization for information and privacy matters

- Usual Initial Contact – Manager of Operations
- Deputy Privacy Officer – Secretary of the APB Board of Directors (i.e. the elected Director assigned the position of Secretary)
- Privacy Officer – Registrar



Complaint process

- Complaints will be handled in accordance with the *Personal Information Protection and Electronic Documents Act (PIPEDA)*. A person who is refused information, or a member who wishes to grieve the information retained in their file must place the objection in writing, and direct the complaint to the Deputy Privacy Officer.
- Where after conducting a written hearing, the Deputy Privacy Officer does not address the concerns of the individual, the individual will be advised to forward the matter to the Privacy Officer.
- Where after conducting a written hearing, the Privacy Officer does not address the concerns of the individual, the individual will be advised to forward the matter to the Office of the Information and Privacy Commissioner.

How to contact us

Should you have other questions or concerns about these privacy policies, please contact Registrar, Privacy Officer, via telephone at 250-483-4283 or via email at registrar@professionalbiology.com