

## **Statement**

Personal information is information that is personally identifiable like your name, address, email address, or phone number, and transactional information that is not otherwise available. This policy does not include public information such as business name, address, business phone number or business address.

Construction Safety Nova Scotia is committed to respecting privacy and protecting personal information. Construction Safety Nova Scotia does not share any personal information regarding our members or any of our customers.

Some of our websites link to other sites created and maintained by other public and /or private sector organizations. We provide these links solely for your information and convenience. When you link to an outside website, you are leaving the website of Construction Safety Nova Scotia. Our information management policies no longer apply.

## **Definitions**

For the purposes of this policy, the following definitions shall apply.

Personal information – Personal information is information about an individual that could serve to identify that individual. The following information collected by Construction Safety Nova Scotia is considered personal information:

- name,
- date of birth,
- address,
- email address,
- telephone number, and
- transaction information.

There are other types of information that could identify an individual. This information is not collected by Construction Safety Nova Scotia.

Non-Personal Information – Non-personal information is available publicly. Common examples of non-personal information are business name, business address, business email address, or business telephone number.

## **Objectives**

The policy is designed to ensure that Construction Safety Nova Scotia, and its employees, meet the expectations of our membership, and all of our customers respecting their personal information.

The policy meets obligations regarding the management of personal information (as outlined in the *Personal Information Protection and Electronic Documents Act - PIPEDA*). This includes ensuring the protection of personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, or disposal.

## **Application**

This policy applies to:

- All employees including contractors, work term employees and students.
- All personal information in the custody and control of Construction Safety Nova Scotia.

## **Directives**

- Construction Safety Nova Scotia shall only collect, access, store, use, disclose and dispose of personal information in compliance with the applicable law (PIPEDA).
- This policy shall be made available upon request and the Policy Statement is posted on the web site.
- Construction Safety Nova Scotia has an information sharing agreement with the Workers' Compensation Board (WCB) to obtain detail information on members within the construction industry. This information will be used by Construction Safety Nova Scotia in accordance with this policy. Individual firms' information will not be shared without written approval from the firm.
- Requests to release members' information to safety consultants must be made in writing and submitted to management for review. If approval is granted, the member will continue to receive the originals of (copies when applicable) all communication and materials.

## **Accountability & Security**

The **General Manager** and Senior Management Group are covered by this policy and shall be accountable for compliance with the policy.

Each employee is responsible for complying with this policy.

## **References and Related Documents**

- Canada *Personal Information Protection and Electronic Documents Act - PIPEDA*
- Personal Information International Disclosure Act

## **Monitoring**

Construction Safety Nova Scotia is responsible for monitoring compliance with the Privacy and Protection of Personal Information Policy.

**Inquiries**

For inquiries pertaining to this policy, please see/contact:

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**General Manager Approved:** \_\_\_\_\_

**A. Bruce Collins**  
**General Manager**

**Effective Date:** August 8, 2016