

Ten interrelated principles form the basis of the Canadian Standards Association Model Code for the Protection of Personal Information. Each principle is a core element in CAPBS Code of Privacy.

1. Accountability

CAPBS acknowledges that it is responsible for personal information under its control and has designated a privacy officer as the company privacy officer, who is accountable for CAPBS's compliance with the following principles.

Each of CAPBS members is responsible for all personal information in his/her/its control. CAPBS will assist CAPBS members with training issues and certify CAPBS members as compliant with CAPBS's Code of Privacy.

2. Identifying Purposes

The purposes for which personal information is collected shall be identified by CAPBS and its members at or before the time the information is collected.

3. Consent

The knowledge and consent of the individual are required for the collection, use, or disclosure of personal information, except where inappropriate.

Personal information will only be collected, used and disclosed by CAPBS without consent in accordance with section 7 of the Personal Information Protection and Electronic Documents Act, S.C. 2000, c.5 (PIPEDA).

4. Limiting Collection

The collection of personal information shall be limited to that which is necessary for the purposes identified by the organization. Information shall be collected by fair and lawful means.

5. Limiting Use, Disclosure, and Retention

Personal information 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 shall be retained only as long as necessary for the fulfillment of those purposes.

CAPBS may only use or disclose personal information for the purposes for which it was collected. CAPBS may only keep personal information for as long as may be necessary to satisfy such purpose. CAPBS may disclose personal information only to law enforcement agencies, other investigative bodies or their clients for the purpose for which the personal information was collected.

CAPBS will destroy personal information in its possession once it is no longer required for the purpose for which it was collected.

6. Accuracy

Personal information shall be as accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used.

CAPBS will ensure to the best of their ability that the personal information they collect, use, and disclose is accurate, complete, current, and relevant to the stated purpose.

7. Safeguards

Security safeguards appropriate to the sensitivity of the information shall protect personal information.

CAPBS will ensure that personal information is stored in secure electronic and hard copy files. Hard copy files will be stored in locked file cabinets with restricted access. Electronic files will be stored in secure systems that include power-on password protection and a secure firewall. Electronic files will be encrypted with an industry standard encryption program before being transferred electronically. Distribution of personal information will be on a need-to-know basis.

8. Openness

An organization shall make readily available to individuals specific information about its policies and practices relating to the management of personal information.

CAPBS will make available to the public easily understandable information about the Company, its privacy policies, this Code of Privacy, both in hard copy and on its web site www.CAPBS.org.

9. Individual Access

Upon request, an individual shall be informed of the existence, use, and disclosure of his or her personal information and shall be given access to that information. An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

In accordance with paragraph 9(3)(c.1) of PIPEDA, if such disclosure does not defeat the purposes for which the information was collected, CAPBS will, upon request by an individual, advise the individual whether CAPBS has personal information concerning him or her, what that information is, what it is being used for and to whom their information has been disclosed.

If the individual can provide proof of an error in the personal information held by CAPBS, CAPBS will amend the information and send the corrected information to others who have used the incorrect information. If the individual challenges certain information but cannot disprove its accuracy, CAPBS will note the challenge so that those using the information will be aware of the unresolved challenge.

If CAPBS denies an individual's request for access, it will state the reasons for the denial and advise the individual of his/her right to appeal to the Office of the Privacy Commissioner of Canada.

10. Challenging Compliance

An individual shall be able to address a challenge concerning compliance with the above principles to the designated individual or individuals accountable for the organization's privacy compliance.

CAPBS Privacy Officer is Fred Dehmel who may be contacted at privacy@capbs.org

Privacy Policy Pertaining to Information Collected through CAPBS Website www.capbs.org

Canadian Association of Professional Background Screeners collect personal and private identifying information about individuals, companies and organizations from forms provided to CAPBS members in compliance with Federal and Provincial Privacy Laws. That information is not be used for marketing purposes. Website information may also be collected in aggregate and used for internal reviews of what parts of the site users access or visit. This information is used to improve our Website and to monitor overall traffic patterns. It is not shared with or sold to any outside entity.

Please be aware that Websites that may have links on our site may collect personally identifiable information. The information practices of those links are not covered by this privacy policy. Users should also be aware that when they voluntarily disclose personal information (such as user name or email address), that information can be collected and used by others and may result in unsolicited messages from other parties.

In addition, “**cookies**” may be placed in the browser files of a user's computer. These cookies are optional and may be refused any time using your Web browser software; however, doing so will make some parts of the site inaccessible. Please feel free to **contact us** if you have questions about this policy.

Cookies

A cookie is a small amount of data that is sent to your browser from a Website's computers and is automatically stored on your computer. You can configure your browser to accept all cookies, reject all cookies, or notify you when a cookie is set. (Each browser is different, so check the "Help" menu of your browser for cookie settings.) Note that setting your browser to reject all cookies will make some parts of the Canadian Association of Professional Background Screeners site inaccessible.

Disclosures to Third Parties

Canadian Association of Professional Background Screeners also makes member contact information available through the CAPBS Membership Directory to members using its Website. On occasion, CAPBS may also provide limited data to third parties that offer products and services. This limited data include names, job titles, companies and business addresses, but do not include business phone numbers, business fax numbers or e-mail addresses. Users may request CAPBS to refrain from disclosing the data it collects to third parties going to the website or may contact Canadian Association of Professional Background Screeners Member Services at privacy@capbs.org.

Consent to Use Personal Information

For the purposes of compliance with Canadian Privacy Laws, the Canadian Association of Professional Background Screeners or its agents must store, host and otherwise process Website information (including personal data) supplied by the User when registering for this Website. By providing information through this website, you consent to the information you have provided to be reasonably secure within the allowable limits as offered through the internet.