



Dear Client,

The Privacy Act respects an individual's right to privacy while recognizing the need for industry to collect, use and disclose information in order to conduct business. The Act establishes rules and regulations governing the collection and disclosure of personal information by the private sector, while recognizing the validity and legality of electronic documents. This Act will ensure that a code of privacy is standardized and respected in any business transaction whereby information is shared.

### **Why Personal Information is collected**

In order to provide you with information about upcoming Health, Work & Wellness Conferences and related events, we need such basic information as your name, position or title, company name, address, telephone number, fax number, and email address.

At the core of the Privacy Act are ten principles established by the Canadian Standard's Association. These principles address the way in which organizations should collect, use and disclose personal information, as well as an individual's right to access and amend information where appropriate.

Each province has been encouraged to enact legislation similar to the federal law, however the Personal Information Protection and Electronic Documents Act (Privacy Act) will continue to regulate cross-border, inter-provincial and international trade.

### **Implementation of the Act**

The Personal Information Protection and Electronic Act was implemented in three stages. The first stage on January 1, 2001, dealt with personal information used or disclosed in the course of commercial activity by federally regulated businesses such as airlines and Canadian banks. This first stage dealt with disclosure of personal information across borders. The second stage was implemented on January 1, 2002 and extended to personal health care information. The third and final stage came into effect on January 1, 2004. This stage covers the collection and use or disclosure of personal information in the course of any commercial activity within a province even if the industry is provincially regulated.

### **Collected Information**

The HealthWork Wellness Group Inc. gathers and uses personal information to provide our clients with requested conference information. The information we collect comes directly from our clients with their consent. When you request information online through telephone, electronic mail or the Internet, the information you provide us enables us to better serve you.

We treat all personal information we collect as strictly confidential and safeguard it for your protection as well as ours.

### **The ten principles governing the Privacy Act**

The HealthWork Wellness Group Inc. adheres to the ten principles developed by the Canadian Standards Association and reflected in the Privacy Act.

#### **Principle 1 - Accountability**

The HealthWork Wellness Group Inc. is committed to ensure full compliance with all ten principles of the Privacy Act.

#### **Principle 2 - Identification of Purpose**

The HealthWork Wellness Group Inc. will identify the purpose for data collection before, or at the time

of data collection.

**Principle 3 - Consent**

The HealthWork Wellness Group Inc. will inform our clients of our purpose for collecting data and will obtain consent.

**Principle 4 - Limit collection**

The HealthWork Wellness Group Inc. will collect personal information by lawful means and solely for the purpose of fulfilling client requests.

**Principle 5 - Disclosure and Retention of Information**

Client information will only be used or disclosed for the purpose for which it was collected. Retention of client information will be limited to the period of time requested.

**Principle 6 - Accuracy**

Client information is accurate and kept up to date.

**Principle 7 - Safeguarding Information**

Appropriate safeguards are in place to protect information. Premises are protected by a monitored alarm system. All computer terminals are individually password protected.

**Principle 8 - Openness**

Upon request, The HealthWork Wellness Group Inc. will provide clients with information about our policies and practices for managing client data.

**Principle 9 - Customer Access**

Upon request, The HealthWork Wellness Group Inc. will inform clients of the use and disclosure of client data, and clients will be given access to such data.

**Principle 10 - Challenging Compliance**

The HealthWork Wellness Group Inc. welcomes any questions you may have about our data collection policy. Should you wish to make a formal complaint about our privacy practices, you may contact our conference office, which will acknowledge receipt of your complaint and ensure appropriate followup and initiate remedial action where necessary.

**Security**

The HealthWork Wellness Group Inc. has sophisticated security systems to ensure your personal information is protected. Our staff is trained to collect, use and disclose personal information only as necessary and in order to fulfill client needs.

**Accessing and Amending Information**

To access or amend personal information from your file, please contact the conference office and we will be happy to make the necessary correction. We encourage you to bring any inaccuracies to our attention so that we can keep our files up to date and better serve you.

Thank you.



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