

## Use and Protection of Registrant Information

<b>Policy Section:</b> Executive Expectations	<b>Policy Number:</b> EE-11	<b>Approved By:</b> Council
<b>Regular Council Policy Review Frequency:</b> Every five years	<b>Date Approved:</b> September 9, 2002	<b>Date Reviewed/Revised:</b> March 9, 2018

### Purpose:

To outline the Council's expectations of and risk boundaries for the CEO/Registrar regarding the management of registrant information.

### Policy:

Information about registrants and applicants for registration is collected, used, stored, retained and destroyed in accordance with *The Regulated Health Professions Act* and Regulations, College bylaws and Council and Administrative policies.

Accordingly, the CEO/Registrar shall adhere to the following policies:

1. The purpose for release of ANY registrant information must be aligned with the College's vision, mission, values and strategic priorities.
2. Personal information about the individual registrants, which permits identification of the registrants, shall not be released by the College to third parties. (In rare cases, should the College need to release registrant identifiable information to a third party; such information will not be released without written approval by the registrant(s)).
3. Anonymous registrant data may be released for purposes of linking with other data bases with organizations under contract or formal affiliation with the College only under the following conditions:
  - a. The methods of data use, disclosure, linkage and retention comply with The Regulated Health Professions Act, and Regulations, College bylaws and Council and Administrative policy;
  - b. The contract/affiliation is with a credible, trustworthy, and reputable organization that is supportive of the purpose of data linkage(s);
  - c. College data services are provided on a cost recovery basis;
  - d. A written agreement is approved by the CEO/Registrar;
  - e. Implementation of this policy complies with the principles set out in the Canadian National Standards, Model Code for the Protection of Personal Information (This Reference Document is available in the Council Resources Section of the Council Policy Manual).
4. In the case of a research request for registrant data or access to registrants, the study must demonstrate evidence of appropriate ethics and scientific review/control. Where appropriate, all registrants will be informed of opportunities to participate in a research project and will be forwarded the contact information for the relevant research project.