

CANADIAN DENTAL PROTECTIVE ASSOCIATION (CDPA) PRIVACY POLICY

January 1, 2004

The CDPA is committed to maintaining the privacy and confidentiality of the information provided to us from our members. This policy statement affirms that we will maintain the privacy of our members and others and hereby informs you of our practices concerning the collection, use and disclosure of personal information provided to the CDPA.

Our policy applies to all directors, officers, committee members, employees, contractors and agents who provide services to or on behalf of the CDPA in connection with the operations of the Association.

This policy is in effect as of January 1, 2004. The CDPA shall on a periodic basis revise this policy as necessary and post a notice of any amendment on the CDPA website found at www.cdpa.com.

Purpose

The CDPA collects information about members through its membership application and course registration forms and does so to meet the objectives and mandate of the Association. The CDPA also collects personal and confidential information in the course of providing assistance to members defending themselves when their professional livelihood is threatened by, for example, their regulatory College and such members seek assistance from the CDPA.

We will be using members' personal information to communicate with the membership, determine the needs of members, provide products, services and information to members through such vehicles including, among other things, an Association Newsletter, CDPA website, and continuing education seminars, educate members about risk management issues related to dental practice (where any personal information disclosed will not be identifiable to a particular member), provide risk management advice and assistance to members when requested by members and for any purpose related to or arising out of our achieving the objectives and mandate of the Association.

We will also be disclosing members' personal information to specific third parties such as lawyers with respect to whose fees the Association is assisting the member and to specified third parties such as consultants all of whom will have in place and comply with privacy policies similar in principle to that of the CDPA.

The CDPA will collect, use and disclose such information only where permitted by law or with the member's consent, express or implied.

Consent

We will obtain the member's written consent one time for the collection, use and disclosure of all the member's personal information already collected, and to be collected, in the course of the usual and customary operations of the Association in order to fulfill our objectives and mandate and for the purposes as cited above.

The submission to the CDPA of a membership application or renewal form, course registration form, or any personal information in connection with a request for risk management advice and /

or assistance when a member's professional livelihood is threatened will constitute express or implied consent from the member to the CDPA's collection, use and disclosure of the members' information as set out in this policy statement.

If we intend to use members' personal information in the future for a different purpose, we will first obtain members' consent for doing so.

Retention / Access

We will retain the personal information for as long as the member is a member of the CDPA and for a period of five years thereafter. Each member has a right to access to his or her own personal information recorded in our records, and we will make those available to the member during normal business hours upon an appointment being made by the member for that purpose. We will respect your right to challenge or correct the accuracy or completeness of that information, in accordance with the applicable laws.

The CDPA will maintain the accuracy of any information provided to it and in the possession of the CDPA. However, if a member fails to notify the CDPA of any change in his or her personal information or the member is a former member who has not actively maintained his or her information with the CDPA, then the CDPA cannot assure the accuracy of such information.

Openness and Safeguards

This statement of our privacy policy is open to anyone and will be made available to anyone who requests a copy. However, an individual member's personal information is available only to the member and / or to those who are entitled to that information under the provisions of any federal or provincial law and /or to those whom the member has consented may have access.

The CDPA strives to take reasonable steps to keep all members' personal information safeguarded. This includes, without limitation, physical, administrative and technical security in order to prevent unauthorized access, collection, use , disclosure or copying of a member's personal information.

Privacy Officer

The Privacy Officer of the CDPA is the person who from time to time occupies the office of President who is responsible for administering our privacy policy and ensuring our compliance with federal privacy legislation (PIPEDA). He is the person who will answer your questions and deal with any complaints you may have about our handling of your personal information. The President can be reached by calling the CDPA general number and you will be given the contact information for the President. Call the general office at:

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1100 Burloak Drive, Suite 300
Burlington, Ontario L7L 6B2

Phone: (416) 491-5932
Toll Free: 1-800-876-CDPA (2372)
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