Privacy Statement – Canadian College of Medical Geneticists

The Canadian College of Medical Geneticists (CCMG) is committed to respecting your privacy and protecting your personal information. In general, personal information includes, but is not limited to, your name, age, residential address and phone number, email address, and identification number. **Personal information does not include job titles, business addresses and business phone/fax numbers.**

The handling of all personal information by the CCMG is guided by the ten principles of the Canadian Standards Association Model Code. We are committed to protecting your privacy whether you are browsing our website for information, or interacting with us directly. You have the right to know the types of personal information collected by us, as well as how and why it is used. It is also your right to choose whether or not you wish to provide us with this personal information.

Please read this Privacy Statement carefully so that you may understand how your personal information is managed. As our organization continues to expand, changes to our privacy policy may be required. The CCMG will notify you of any significant changes and will obtain your consent before using your personal information for purposes other than the reasons it was originally collected.

**What information does the CCMG collect?**
When you apply for membership with the CCMG, you are asked for personal information such as your name, contact information and date of birth. When required, you may be asked for specific personal information such as documented proof of a name change. Accurate and up-to-date personal information collected for specific purposes helps us to improve our services and to better serve our members.

The personal information we collect will only be used for the purposes originally stated, unless additional consent is obtained.

**How does the CCMG use the information that is collected?**
Internal Use:
The CCMG recognizes the importance of being able to reach our members in a timely fashion, using a variety of communication vehicles. We often communicate with our membership regarding the CCMG’s activities, as well during the annual dues process. As a result, we require current contact information and email addresses. Any personal information provided to us will remain confidential in accordance with the CSA Model Code. However, you can specify that such communication be sent to your business address if you do not wish to provide us with residential contact information. Your date of birth is collected to verify your identity and to verify the senior category of membership. We may also use personal information for other purposes, for example, reviewing of demographic information and statistical analysis in order to develop services that are likely to be of interest to our members.
Disclosure to Third Parties
The CCMG may release limited data to third parties that organize approved Continuing Medical Education programs, to university departments, or to members involved in research activities. Data released for this purpose includes names, business addresses and specialties, but does not include business phone/fax numbers, or email addresses. Our agreements with these organizations restrict use to the approved purposes. The CCMG does not sell or rent member information to telemarketers, mailing list brokers, or pharmaceutical or medical device companies.

Like other organizations, the CCMG does hire external companies to provide certain administrative services that require access to member information. These services include document management services, credit card payment processing, and mailing and distribution services. In addition, the CCMG shares statistics and non-personal information with the media, other medical organizations, government agencies and other third parties. This data does not allow anyone to identify member names or link to other personal information.

Finally, the CCMG may release personal information when we are required to do so by law, or in situations where we need to protect the CCMG’s rights or property. We reserve the right to contact the appropriate authorities at our discretion when activities appear to be illegal or inconsistent with our policies.

How does the CCMG obtain your consent to collect personal information?
The CCMG respects your right to privacy. For this reason, we obtain your consent whenever your personal information is collected. Depending on the nature of the information, your consent may be collected on a form, within a letter, orally, or in some instances, consent will be implied. You have the right to withhold your consent if you do not wish the CCMG to collect your personal information.

How does the CCMG protect your personal information?
The CCMG is committed to ensuring the protection of your personal information. Security measures are in place to protect our building, the computer systems, and your files from unauthorized access and use. The safeguards used vary, and depend on the sensitivity of the information being protected; that is, a higher level of protection is used to safeguard more sensitive information.

Physical measures include building alarm systems, perimeter fences and supervised or restricted access to the building.

Organizational measures include security clearances and restricting access to data.

Technological measures include passwords for all users in order to gain access to computers, separate passwords for access to the database, firewalls, and software programs that detect intrusion attempts and viruses.
How can you update/correct your personal information at the CCMG?
The CCMG makes every reasonable effort to keep your information accurate and up-to-date. Having accurate information allows us to provide the best possible service to our members. You can help by keeping us informed of any updates such as address changes or legal name changes. If you find errors in our information, let us know and we will make the appropriate corrections.

Updating your information is easy. Each year in January, the CCMG will be sending you an opportunity to update your information with your annual dues statement. Any errors or omissions to your information can be marked directly on the form and returned to us.

Alternatively, changes can be made at any time of the year by contacting:
   CCMG-CCGM
   4 Cataraqui Street, Suite 310
   Kingston, Ontario K7K 1Z7
   Canada

Do you have any questions/concerns about your privacy?
You have the right to challenge our personal information practices. If an error or omission in your personal information has occurred, the CCMG will amend the information as required.

If you have any questions, concerns, or problems regarding privacy, confidentiality or the handling of a request for information, please contact the Secretariat at the address listed above.