

SSMLT Privacy Policy

The Saskatchewan Society of Medical Laboratory Technologists (SSMLT) has developed these policies to comply with the *Personal Information Protection and Electronic Documents Act* (Canada) and *The Health Information Protection Act* (Saskatchewan).

The privacy and security of information is very important to the SSMLT and we want to ensure that we protect and respect the privacy of information in accordance with applicable laws. This Privacy Policy explains the SSMLT's privacy and security practices with respect to all personal information (including personal health information) in the possession and control of the SSMLT, and may be supplemented by specific policies, procedures, and practices.

Additional Information

1. **Residents of the European Union:** In order to comply with the requirements of the European General Data Protection Regulation (GDPR) for European users, this Policy outlines the legal basis on which we process your personal data (also referred to as personal information in this Policy) and provides other information required by the GDPR. Please see [GDPR Privacy Supplement](#) to this Policy for more information.
2. **Website Users:** Please see [SSMLT Website Policy](#) for more information about our privacy practices as it relates to your use of the SSMLT website.

General

1. In these policies:
 - a) “Act” means *Medical Laboratory Technologists Act* and any amendments thereto.
 - b) “Information” includes:
 - i. Personal health information which means any health-related information about an identifiable individual within the meaning of applicable laws;
 - ii. Personal information which means any information about an identifiable member, or prospective member and others within the meaning of applicable laws; and,
 - c) “Retention period” means the period of time that trustees are required to retain records containing personal health information pursuant to the regulations under *The Health Information Protection Act*.

2. SSMLT employees, members of Council, committees and appointees are expected to adhere to these policies that require the safeguarding and proper use of information and may have access to and collect, use or disclose information as approved by the Executive Director.
3. Privacy policies concerning information collected, used or disclosed during the course of fulfilling our legislated mandate shall be disclosed in writing to the affected party.
4. The SSMLT shall provide information about its privacy policies and procedures upon request.
5. The SSMLT shall protect information against accidental or malicious disclosure, modification, removal or destruction.
6. The SSMLT office shall be locked at all times that it is not regularly open for business.
7. The SSMLT office is on a secure floor maintained by secure locked access only after regular daily business hours.
8. Documents containing information shall be stored in locked cabinets capable of being secured or located in an area of the office that is capable of being secured in an area with fire protection systems.
9. Electronic files containing information shall be stored on the SSMLT server and secured to prevent unauthorized access. Electronic files on portable computers shall be secured with a username and password.
10. The SSMLT's server shall be automatically backed up daily offsite and automatically backed up daily onsite.
11. The SSMLT shall retain on file for the retention period defined herein, all requests for information or access to information, consents, and revocation of consents.
12. SSMLT employees, members of council, committees and appointees will be trained on these policies and any amendments thereto and shall be required to execute a declaration promising to comply with these policies.
13. In addition to adopting reasonable policies to protect information with security safeguards that are appropriate to the sensitivity of the information, the SSMLT is prepared to take appropriate and timely steps in the event of any incidents involving information in accordance with applicable laws.

Collection of Information

1. The SSMLT collects, uses, and discloses information to achieve the purposes and meet its obligations as set out in the *Act* in accordance with applicable laws.
2. Where possible, the SSMLT collects information directly from the individual to whom it relates. The SSMLT may collect information from third party sources where doing so is required to meet the purposes set out in this Policy with the knowledge and consent of the subject individual or where otherwise authorized by law.

Personal Health Information

1. Except where authorized by law, personal health information may not be collected, used or disclosed without the express written consent of the subject individual.
2. Collection, use, and disclosure related to a complaint shall comply with the *Act* and bylaws of the SSMLT. Specifically, personal health information (and any related personal information) may be disclosed without consent to the Council, the Counselling and Investigations Committee, Discipline Committee, SSMLT staff, Solicitors, and consultants so that they may discharge their duties.
3. The copies of original documents and materials are kept on file in secure areas accessible only to authorized staff for the retention period defined herein from the date the matter in question is resolved. After that, these copies are destroyed in a secure manner such as confidential shredding.
4. Personal health information retained electronically is secured on the SSMLT server accessible only to authorized staff. Data on the server is backed up in a secure manner and the back-up media are stored in secure locations to prevent unauthorized access or damage. Personal health information retained electronically is securely destroyed after the retention period defined herein from the date the matter in question is resolved.
5. Any other inquiries regarding the privacy of personal information and our privacy policies should be directed to the Executive Director/Registrar.

Personal Information

1. The SSMLT may collect the following information about a member, or prospective member:
 - a) demographic – title, name, date of birth, place of birth, home address, alternate address, home telephone number, home fax number, e-mail address, language(s) spoken, government issued photo id, Canadian work document, gender;
 - b) education – educational certificate, diploma or university degree(s) and the institution from which these were granted, date of graduation, practical training time served, and any other educational qualifications related to the profession;
 - c) registration or membership status – registration or membership category, classification or sub-classification, condition or restriction on practice, competency information, complaint or discipline information, current or past registration or membership with other jurisdictions;
 - d) practice – place of practice, and the name, address, e-mail address, telephone number, fax number of employers;
 - e) professional competency–continuing education activities or programs being undertaken or completed, and any clinical competency assessment undertaken or completed and the results thereof;
 - f) records of service to the SSMLT;
 - g) affiliations with professional and other organizations; and,
 - h) any other information deemed necessary to fulfill the SSMLT's obligations under the *Act*.

2. The SSMLT may use personal information for the purpose of registering that individual, renewing the membership and to maintain registers and records to be kept by the SSMLT.
3. The Act requires the Registrar to comply with a request from any person to inspect the information contained in the Register established pursuant to the Act. This “Public Register” includes disclosing the name, location (practice or employment site only) and registration or membership category of every member. Under the Act, the SSMLT must also annually file this “Public Register” with the government to which we are required to include each member’s initial registration date. **The SSMLT will not disclose any other personal information unless the member provides express written consent.**
4. The SSMLT discloses personal information to external public registry compilers for the purpose of ensuring the integrity of public registry databases. The SSMLT permits such compilers to only disclose the same information that appears in the “Public Register”.
5. The SSMLT discloses registration or membership status information for a variety of purposes consistent with administration of the Act. One purpose is to publicize an order made by the Discipline Committee. Examples of other purposes include confirmation of registration and membership status to:
 - a) Canadian Society for Medical Laboratory Science
 - b) other regulatory authorities;
 - c) third party payers;
 - d) any member of the public or press.
6. Consent of the member is not required for the collection, use and disclosure of personal information that the SSMLT is required to obtain by legislation. The SSMLT will not disclose a member’s home address, home telephone or fax number, or personal e-mail address without expressed written consent of the member.
7. With expressed written consent of the member, the SSMLT may disclose personal information for the following purposes:
 - a) professional development and education;
 - b) practice based information or research;
 - c) health promotion programs;
 - d) human resource or workforce research, planning and management; or,
 - e) for consideration of the member for an award.
8. A member may at any time withdraw consent to the disclosure of personal information by giving written notice to the SSMLT. Such withdrawal of consent cannot be retroactive.
9. A member upon giving the SSMLT reasonable notice may access any personal information on file about himself or herself,
10. A member may challenge the SSMLT’s compliance with these policies by submitting a complaint to the Registrar. Complaints that are not handled to the member’s satisfaction may be appealed to the Council of the SSMLT,
11. The SSMLT may sell aggregate “Public Register” information to those who serve the professional needs of the member,

12. When a member ceases to be a member or is deceased, their information is removed from the "Public Register". Under these circumstances, electronic and paper files containing personal information shall be archived for an indefinite period of time. Access to such archived files shall only be permitted for legitimate purposes upon approval of the Registrar.

Changes to Policy

The SSMLT may update this Policy at any time. We encourage you to frequently check this page for any changes.