

CANADIAN ASSOCIATION OF EMERGENCY PHYSICIANS' PRIVACY POLICY

Effective date Nov 5, 2024

Privacy – Collection, Use and Disclosure of Personal Information

Purpose

The Canadian Association of Emergency Physicians (CAEP) is a national physician organization that provides continuing professional development (CPD) to emergency physicians and trainees.

This Privacy Policy details CAEP's practices relating to the collection, use and disclosure of personal information when you interact with CAEP, such as when you visit one of CAEP's websites, use the services offered by CAEP, register for and attend CAEP continuing professional development (CPD) or purchase a CAEP product or service. CAEP encourages you to read this Privacy Policy carefully so that you understand how your personal information is collected, used and disclosed in connection with CAEP's delivery of products, services and information, or in the course of your use of CAEP's websites.

Applicability

This policy applies to all individuals interacting with the CAEP website and CPD activities.

Please note that this Privacy Policy is posted on the CAEP website and will be updated as required. We recommend users check the posted Privacy Policy on a regular basis to ensure that they are aware of the most recent version of the Privacy Policy. If you do not agree with the terms of this or any revised Privacy Policy, please immediately stop using CAEP's websites. By using CAEP's websites you consent to this Privacy Policy.

Policy Provisions

Principles:

What information do we collect?

The following information is collected by CAEP from users of CAEP's products, services, information or websites:

information at membership registration such as your email address, name, practice status, address, telephone number, professional designation, date of graduation, training stream, hospital affiliation, age, gender, academic involvement, communication preferences, information during e-commerce transactions such as your name, address, credit card information, phone number, information such as your email address when you subscribe to email alerts, and other products and services offered by CAEP, information such as your name, email address and address when you communicate with CAEP

information when you interact with our social media pages, for example, your social media profile, information when you participate in a survey or online questionnaire.

When attending CPD events, CAEP or its instructors, may take photos and videos for the purposes of promotional materials. It is assumed that by attending a CAEP CPD activity that you consent to the right to use your name and photograph for such purposes. If you wish to opt out, you can follow up with the CAEP CPD administrator as identified on your registration confirmation email.

Why do we collect your personal information?

We collect information for the following purposes:

- to allow you to register as a CAEP member
- to allow you to access CAEP's CPD products and services
- to communicate with you and manage member and non-member relations
- to complete and confirm your e-commerce transactions
- to promote CAEP's products and services
- to receive feedback, administer surveys and improve our services

CAEP limits the collection of personal information to that which is reasonable to meet the above purposes.

How do we use your personal information?

The personal information collected by CAEP is used in association with the provision of CAEP's products, services and information. CAEP's use of this information is limited to the purposes described in this Privacy Policy or otherwise identified to you at the time of collection. We do not otherwise sell, trade, barter, exchange or disclose for consideration any personal information that we have obtained.

Web Analytics

CAEP's websites use Google Analytics, a service provided by Google Inc., to collect data regarding how you use the CAEP websites and online services. CAEP then analyzes the collected data to provide you with an improved website experience.

The information collected by Google Analytics does not personally or directly identify you. The type of information collected includes the location information associated with your IP address, the type of browser you used, the webpages that you visited, how long you visited, and the actions taken during your visit.

Disclosing personal information

Your personal information may be shared with service providers for CAEP to provide you with its products, services and information. For example, CAEP may disclose personal information to credit card processors.

CAEP will disclose personal information only in conformance with this Privacy Policy and/or when required by law.

CAEP will disclose name, city and province to Sponsors when requested for events involving the Sponsor.

Consent

By using CAEP's websites, you consent to CAEP's collection, use and disclosure of your personal information. You have the right to withdraw your consent to CAEP's collection, use and disclosure of personal information at any time upon reasonable advanced notice.

Accessing your Personal Information

You have the right to access your personal information at any time upon reasonable advanced notice. If you wish to update or verify the accuracy of personal information you provided to CAEP at the time you applied for membership, you can login to your account and/or email cbova@caep.ca.

Please note that we may be unable to provide you with your personal information, for example, if:

- it would reveal personal information about another individual
- it is not readily retrievable

- it does not exist or is no longer in our possession

If your request for access to your personal information is denied, you will be provided with the reason why, unless prohibited by law.

Links to other sites

CAEP's website may contain links to third party websites. Please be aware that we are not responsible for the privacy practices of such third-party websites. We encourage you to read the privacy policies of any third-party website that you visit.

Accountability:

Security

CAEP has in place standard security measures and procedures to ensure that your personal information is protected from loss, misuse, modification or unauthorized access. Such safeguards are appropriate to the sensitivity of the personal information.

Although CAEP takes all reasonable precautions to protect your personal information, you should be aware that there is always some risk in transmitting data and information over the Internet.

Questions

If you have any questions about this Privacy Policy, you wish to access your personal information, or you have a complaint, please email and/or write to:

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