

## Your Privacy is Important to Us

### Why the College of Registered Dental Hygienists of Alberta (CRDHA) Collects Personal Information

The CRDHA considers your privacy to be of utmost importance and is committed to maintaining the privacy of registrants and applicants for registration

The CRDHA is required to obtain information about you to comply with legal requirements of the *Health Professions Act* (the “HPA”), the Dental Hygienists Profession Regulation (the “Regulation”) and the CRDHA Bylaws.

1. Section 33 of HPA requires that the CRDHA register contain the following information with respect to any person whose name is entered in the register:
  - a. the name of the registrant;
  - b. the registrant’s unique registration number;
  - c. any restrictions or conditions on the registrant’s registration or practice permit;
  - d. the status of the practice permit, including suspensions or cancellations;
  - e. whether the registrant is authorized to provide a restricted activity not normally provided by all regulated registrants of the College;
  - f. whether the registrant is not authorized to provide a restricted activity that is normally provided by regulated registrants of the College.

According to law, CRDHA must make this information on the register available to any person who requests information respecting a particular registrant. Therefore, CRDHA makes the above information available to the public.

2. Section 31 of the Regulation requires applicants for registration, general registrants and courtesy registrants to provide CRDHA with specific personal and demographic information on initial application for registration, when there are any changes to the information, or at the request of the Registrar:
  - a. full legal name, and if applicable, previous surnames;
  - b. gender;
  - c. date of birth;
  - d. home address, telephone number, e-mail address and fax number;
  - e. academic and practical training qualifications;
  - f. name of the academic institution from which the member graduated;
  - g. year of graduation;
  - h. place of employment;
  - i. employer’s name, address, telephone number, e-mail address and fax number;
  - j. type of facility in which the regulated member practises;

- k. job title and position description;
  - l. number of working hours employed in the practice of dental hygiene for the previous year;
  - m. employment history;
  - n. area of practice and specialties;
  - o. languages in which the member can provide professional service;
  - p. other jurisdictions in which the member is registered to practise dental hygiene;
  - q. whether the member is a registered member of another health profession and whether the member is providing professional services regulated by that profession's College.
3. Section 8.6 of the CRDHA Bylaws requires applicants for non-regulated membership and registrants on the non-regulated registrant register to provide CRDHA with specific personal and demographic information on initial application for registration, when there are any changes to the information, or at the request of the Registrar:
- a. the full name of the Member; and if applicable, previous name;
  - b. the member's unique registration number;
  - c. gender;
  - d. date of birth;
  - e. home address, phone number, fax number and e-mail address;
  - f. academic and practical training qualifications, including the name of the institution and the year of graduation;
  - g. employment history;
  - h. languages spoken;
  - i. other jurisdictions in which the Member is registered to practice dental hygiene;
  - j. other colleges of regulated health professions with which the Member is registered.

Information collected under s.31 of the Regulation and s.8.6 of the Bylaws is relevant to CRDHA registration processes and operational activities. The CRDHA keeps this information in the strictest confidence and does not make it available to the public except for the purposes set out below.

## **Use and Disclosure of Your Personal Information by the CRDHA**

### **1. Mandatory Use and Disclosure**

The CRDHA will use information provided by or on behalf of applicants for registration and CRDHA regulated registrants as authorized by the *Personal Information Protection Act* (PIPA) and for the following purposes:

- a. to manage and conduct the business and affairs of the CRDHA in accordance with the HPA, Regulation, Bylaws and policies;

- b. to provide the services requested by you;
- c. to supply information to the Canadian Dental Hygienists Association (the “CDHA”) to ensure appropriate liability insurance policies exist;
- d. to release information for purposes of a letter of good standing to another regulatory authority;
- e. to release information for the purposes of interprovincial trade agreements and memorandums of understanding between Canadian dental hygiene regulatory authorities;
- f. to release information that is necessary to satisfy any law, regulation or request from the Minister;
- g. to publish the list of names of regulated and cancelled registrants in order that the public, employers and other health care providers can confirm the registration status of dental hygiene service providers;
- h. to release information that is necessary for participation as a recognized provider of dental hygiene services under government funded dental health programs (e.g. Alberta Blue Cross, Alberta Dental Services Corporation, Non-Insured Health Benefits Program);
- i. to release information to the Government of Alberta for the purpose of establishing dental hygiene workforce records within the Alberta Provider Directory, a comprehensive health workforce planning tool and a source of identifying unique providers in a new Electronic Health Record system;
- j. to release information for purposes of meeting provincial and federal government requirements; and
- k. to publish information as required by an order of any Tribunal or Committee in accordance with the Act, the Regulation and/or the Bylaws.

Non-regulated registrant’s information is used and disclosed in a manner consistent with the above.

## 2. Optional Use and Disclosure

The CRDHA may also use information provided by or on or behalf of applicants for registration, regulated registrants and non-regulated registrants for the following purposes:

- a. To provide contact information to the University of Alberta Continuing Dental Education Department for mailing of notices about refresher, upgrading and continuing education programs and courses;
- b. to, at times, provide the release of registrant’s contact information for CRDHA-approved research purposes;
- c. to, at times, provide contact information to a class alumni association or class president for the purpose of facilitating the organization of a class reunion; and
- d. to, at times, provide registrant’s mailing labels, for one time use only, to providers of relevant continuing education programs.

The CRDHA will use your personal information in the ways described in item 2 above unless prohibited by law **or you advise us otherwise**.

### 3. Use of Service Providers outside Canada

Most CRDHA service providers are located in Canada. However, from time to time, the CRDHA also uses service providers located in the USA. The CRDHA evaluates the capabilities, practices, safeguards and trustworthiness of potential service providers outside Canada prior to their engagement. The CRDHA takes reasonable steps to protect registrant information handled by a service provider who is engaged by the CRDHA, usually by way of a contract for services which contains appropriate safeguards.

Our service provider in the USA (e.g. Constant Contact) collect and/or use your personal information for the following purposes:

- a. to assist the CRDHA in sending and managing electronic and/or other communications to registrants about the CRDHA registration, annual renewal requirements, and other regulatory information of interest to registrants.
- b. to assist the CRDHA in sending and managing electronic and/or other communications to registrants and others about events such as conferences, workshops and continuing education opportunities, or about the CRDHA activities and other information of interest to registrants;

### 4. Contacting the CRDHA

You can let us know if you **do not** want us to use information about you as set out in item 2 “Optional Use and Disclosure” by contacting the CRDHA:

By Mail: College of Registered Dental Hygienist of Alberta  
Suite 302, 8657- 51 Avenue N.W., Edmonton AB T6E 6A8

By Email: [info@crdha.ca](mailto:info@crdha.ca)

The CRDHA provides registrants with access to their own personal information as held in the College register and/or record. Upon request, we will make all appropriate corrections and updates to this personal information.