

ASaP Privacy Commitment Statement

Respecting Your Privacy and Your Personal Information

The Accelerating Change Transformation Team (ACTT) and the Alberta Screening and Prevention Program respects the privacy of its participants and is committed to protecting your personal information.



In this privacy statement, “personal information” refers to any information that helps to identify you and is not available in the public domain.

Our utmost concern is your trust in our custodianship of your personal information. We adhere to the privacy principles of the Canadian Standards Association and Health Information Act regarding collection, use, disclosure and retention of personally identifiable information. Compliance with these principles is verified regularly and revised as needed.

ACTT Commitments

In order to track and report results, the program must collect, use and disclose information related to its participants. As we do so, we make the following commitments:

1. Purpose for collection, use and disclosure

When we collect your personal information, ACTT will use or disclose the information specifically for the purposes of administering the Alberta Screening and Prevention Program” (ASaP) as well as to inform you of future ACTT opportunities. (Referred to in this document as “*the Purpose*”) Use of the information for any other purpose is strictly prohibited.

2. Limiting collection and use

We will collect only the personal information necessary to fulfill *the Purpose*. Within ACTT, personal information is available only on a need-to-know basis.

3. Retention

We will retain the information for as long as it is needed to fulfill *the Purpose* and to inform you of future ACTT opportunities. Records are stored, archived, and disposed of according to strict standards and schedules.

4. Consent

We will not collect, use or disclose personal information about you without your consent.

5. Freedom to challenge

Subject to restrictions required by law, you may withdraw your consent for the collection, use or disclosure of your personal information by TOP for some or all of *the Purpose*. You must provide ACTT with reasonable notice in writing of your intention and the details of your withdrawal.

Please note, however, that such a decision may mean that you will be unable to continue to participate in the Initiative. It is your responsibility to contact ACTT to determine how an objection to the collection, use and disclosure of personal information might affect involvement in the Initiative.

6. Accuracy

You are entitled to examine the information we hold about you, subject to the restrictions provided by law. ACTT makes every reasonable effort to ensure the accuracy and currency of your personal information to fulfill *the Purpose*. Please advise us of changes to your information over time. We will amend the information when you have successfully demonstrated that our existing information is inaccurate or incomplete.

More detailed information regarding TOP's privacy policies is available at: <https://actt.albertadoctors.org/>