



## LEADS Canada - Policy & Procedure Privacy Statement

Policy ID <b>LEADS-002</b>	Title <b>LEADS Canada Privacy Statement</b>	Print Date <b>09/08/2016</b>
Revision <b>0.0</b>	Prepared By <b>Ray Racette/Carolyn Farrington/Lynne Marleau/Brenda Lammi</b>	Date Prepared <b>08/31/2016</b>
Effective Date: <b>09/08/2016</b>	Reviewed By <b>LEADS Canada Operations Council</b>	Review Date <b>09/2017</b>
	Approved By <b>LEADS Canada Operations Council</b>	Date Approved <b>09/22/2016</b>

**Policy:** LEADS Canada Privacy Statement

**Purpose:** This statement ensures clarity on the privacy processes of LEADS Canada to protect the personal information of clients and consultants.

**Scope:** LEADS Canada complies with the Canadian College of Health Leaders (CCHL) [privacy policy](#) and recognizes the importance of privacy and the sensitivity of personal information. We are committed to protecting any personal information we hold. This Privacy Statement outlines how we safeguard our clients' personal information and safeguard their privacy.

**Procedure:**

- 1.0 LEADS Canada obtains only limited personal information from our clients. We ask our clients for their personal information only to the extent that we need it to allow secured access to the LEADS Canada Community for Practice and to provide client services to them.
- 2.0 Only LEADS Canada administrators have access to clients' personal information through our association management platform.
- 3.0 The in1touch association management platform is owned and maintained by OlaTech Corporation which uses reasonable and industry-standard security measures to protect and safeguard their clients' personal information.
- 4.0 We authorize access to clients' personal information only on a "need to know" basis. Unless we have your express consent, we will not sell, rent or trade personal information such as client data or e-mail lists to any third party. We treat all client information as confidential. If we should be required to provide personal information in response to a valid court order,

subpoena, government investigation, or as otherwise required by law, we will, and unless prevented by law, notify you prior to the release of such information. We prevent unauthorized disclosure of clients' personal information. We advise our clients and management service providers to keep clients personal information strictly private and confidential. We prohibit disclosure of any client's personal information to any third party without our client's explicit consent.

5.0 Our Privacy statement does not apply to third party web sites that may be accessible through the LEADS Canada web site. We encourage you to read the privacy policies of those third parties to learn how they collect and use information about you.

6.0 We invite any client or prospective client to contact us for further information about how LEADS Canada safeguards clients' personal information or the Canadian College of Health Leaders privacy policy. A client wishing to review their personal information in our possession should send a request to this effect to:

LEADS Canada  
 c/o Canadian College of Health Leaders  
 292 Somerset Street West  
 Ottawa, ON K2P 0J6  
 Telephone: 613-235-7218 / Toll free: 1-800-363-9056  
 E-mail: [leads@cchl-ccls.ca](mailto:leads@cchl-ccls.ca)

**Revision History:**

Revision	Date	Description of changes	Requested By
0	09/08/2016	Initial Release	