



Privacy and Confidentiality

1.0 Policy

Staff members, students, committee members and volunteers shall protect the privacy and confidentiality of all information received or observed pertaining to Autism Society Alberta and its participants. Information and observations shall be held in confidence and disclosed only when legally or professionally obligated

2.0 Procedure

Before or at the time an individual is asked for personal information, the purpose for which it will be used or disclosed are identified. Only the personal information for the purposes identified is collected. The knowledge and consent of the individual are required for the collection, use or disclosure of personal information (or as required by law).

Personal information is kept accurate, complete, and up-to-date and is protected with appropriate security safeguards.

When an individual requests it, they are given access to the existence, use and disclosure of his/her personal information. Individuals are entitled to question its accuracy and completeness, and its uses.

All staff, students and volunteers are required to sign a confidentiality agreement, which shall be filed in the appropriate personnel files.

When dealing with personal information, all staff, students, committee members, and volunteers will act in accordance with Alberta's Personal Information Protection Act.

Unauthorized disclosure of information or observations pertaining to Autism Society Alberta or its participants is considered grounds for disciplinary action, up to and including termination or dismissal.

All confidential records pertaining to Autism Society Alberta, with the exception of records with legal implications (ex. Sexual abuse, child abuse, vulnerable adult etc.) shall be destroyed after seven (7) years from the last date and the document or records were finalized.