



BCCDA Privacy Policy

WC Career Development Association of BC (BCCDA) is committed to providing services for its members in the career practitioner sector. To provide services, BCCDA must collect and use some personal information (PI) about its members. In compliance with the Personal Information Policy Act (PIPA) of British Columbia, BCCDA has developed a privacy policy.

Principle One – Accountability

BCCDA is responsible for all PI under our control. Responsibility for compliance with the BCCDA Privacy Policy rests with the board members and staff of the association. Any questions regarding the Privacy Policy may be directed to info@bccda.org.

Principle Two – Identifying Purposes of Information

BCCDA collects and uses PI for internal membership contact information only. In the “Members Only” section of the www.bccda.org website, agencies and individual members can control accessibility from other member broadcasts or emails as a blind submission. Members cannot see other members or have access to PI other than their own.

Principle Three – Consent

BCCDA obtains consent to collect, use or disclose any PI or where the law provides an exception.

Principle Four – Limited Collection of Personal Information

BCCDA collects PI for our defined purposes by fair and lawful means and does not deceive individuals about the purpose for which the information is collected.

Information that is not clearly related to membership or certification is not recorded or stored.

Any credit card payment information is not stored by BCCDA but rather held via our approved secured online payment processing merchant account. We may assist members with the online payment process as per a member’s request, and under these circumstances, any credit information will be destroyed and disposed of in a secure manner once the transaction has been completed.

Principle Five – Limited Use, Disclosure and Retention of Personal Information

BCCDA only uses or discloses the information gathered with respect to certification applicants.

When a member’s application is submitted to the registrar’s office it becomes the property of BCCDA and access is given to the review committee and to the certification committee. The files are held in confidence and no information is disclosed for any purpose not intended for the

certification process. Prior to the disclosure of information for any other purpose, we would contact the member directly.

Principle Six – Accuracy

BCCDA makes all reasonable efforts to ensure that the PI collected by and on behalf of the organization is accurate and complete. BCCDA verifies information with members at the time of collection, but members have access to their personal profiles and are able to update their information at any time.

Principle Seven – Safeguards

BCCDA has taken steps to ensure all PI is protected against theft, unauthorized access, disclosure, copying or alteration. All BCCDA staff members, contractors, review and certification committee members, sign Confidentiality Agreements. BCCDA ensures the disposal or destruction of PI does not permit unauthorized parties to gain access to the PI.

Principle Eight – Openness

BCCDA makes the following information available:

A description of the type of PI held by BCCDA including a general account of its use.

The Privacy Officer of BCCDA is:

Name: Michael Yue

Title: President

Address: 728 – 510 West Hastings Street, Vancouver, BC, V6B 1L8

Telephone: (604) 684-3638

Email: myue@bccda.org

Principle Nine – Individual Access

In order for an individual to obtain access to his or her PI or to request a correction of his or her PI the individual must make a written request. The request must provide sufficient detail to enable BCCDA to identify the individual and the PI or correction being sought. BCCDA will make every effort to assist each applicant with preparation of the request, if required. BCCDA will provide access to PI within 30 business days.

Principle Ten - Challenging Compliance

An individual may question compliance and direct any complaints, concerns or questions regarding the BCCDA Privacy Policy, in writing, to the Privacy Officer. If the BCCDA Privacy Officer is unable to address the individual's concerns, the issue can be referred to the Privacy Commissioner of British Columbia. The contact information for the Information and Privacy Commissioner for BC is as follows:

Office of the Information and Privacy Commissioner for British Columbia

PO Box 9038, Stn. Prov. Govt., Victoria, B.C. V8W 9A4

Location: 3rd Floor, 756 Fort Street, Victoria, BC V8W 9A4

Telephone: (250) 387-5629