

## Privacy Statement

The Alberta College of Dental Hygienists (ACDH or the College) considers your privacy to be of utmost importance and is committed to maintaining the privacy of registrants and applicants for registration.

### Collection of Your Personal Information by the College

The College is required to obtain information from you to comply with legal requirements of the *Health Professions Act* (the “HPA”) and the College Bylaws.

#### 1. Section 33(3) of the HPA

Under section 33(3) of the HPA, the College is required to maintain a Register of individuals on the General or Courtesy Registers (the “Regulated Registers”). This section requires the College to collect and maintain the following information for each registrant on the Regulated Registers:

- their full legal name,
- their unique registration number,
- if they have been authorized to practice any advanced restricted activity,
- if any restrictions or conditions have been placed on their practice permit, and
- the status of their practice permit, including suspensions or cancellations.

Section 34 of the HPA requires that the information collected under s. 33 must be made available to members of the public. The College does this through the Verify a Dental Hygienist section of the College website.

#### 2. Section 33(4)(b) of the HPA

Individuals applying for registration and registrants on the Regulated Registers, and individuals on the Non-Regulated Register are required to provide and keep updated the following specific personal and demographic information:

- Personal information including:
  - full legal name and any previous legal names
  - gender
  - date of birth
  - contact information (home address, cell phone number, and email address)
- Academic and practical training information including:
  - qualifications
  - name of the institution
  - date of graduation
- Current and historical employment information including:
  - place of employment
  - employment type (i.e. clinical, administrative, education, research)
  - employer’s name, and employer contact information
- Practice information including:
  - number of practice hours as a dental hygienist for the previous year;
  - area of practice and specialties;
  - any languages other than English in which the member can provide professional services
  - any jurisdictions other than Alberta where the member is registered to practice dental

hygiene or another regulated health profession

### 3. Section 14(1) of the ACDH Bylaws

Section 14(1) of the ACDH Bylaws limits the information that can be collected for individuals on the Non-Practicing Register to the following:

- Personal information including:
  - full legal name and any previous legal names
  - gender
  - date of birth
  - contact information (home address, cell phone number, and email address)
- Academic and practical training information including:
  - qualifications
  - name of the institution
  - date of graduation
- Historical employment information including:
  - place of employment
  - employment type (i.e. clinical, administrative, education, research)
  - employer's name, and employer contact information
- Practice information including:
  - any languages other than English in which the member can provide professional services
  - any jurisdictions other than Alberta where the member is registered to practice dental hygiene or another regulated health profession

Other information may be requested and provided by the individual with their consent.

### Use and Disclosure of Your Personal Information by the College

Information collected under section 33 of the HPA and section 14(1) of the Bylaws is relevant to the College's registration processes and operational activities. The College keeps this information in the strictest confidence and does not make it available to the public except for the purposes set out below.

### 4. Mandatory Use and Disclosure

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

- to manage and conduct the business and affairs of the College in accordance with the HPA, Regulation, Bylaws and policies;
- to provide the regulatory services requested by you;
- to release information for purposes of a letter of good standing to another regulatory authority;
- to release information for the purposes of interprovincial trade agreements and memorandums of understanding between Canadian dental hygiene regulatory authorities;
- to release information that is necessary to satisfy any law, regulation or request from the Minister;
- 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;
- 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);
- 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;

- to release information for purposes of meeting provincial and federal government requirements; and
- to publish information as required by an order of any Tribunal or Committee in accordance with the Act, the Regulation and/or the Bylaws.

The information of individuals listed on the Non-Practicing Register is used and disclosed in a manner consistent with the above.

## 5. Use of Service Providers outside Canada

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

American service providers used by the College (e.g. Constant Contact) are permitted to collect and/or use your personal information for the following purposes:

- to assist the College in sending and managing electronic and/or other communications to registrants about College registration, annual renewal requirements, and other regulatory information of interest to registrants; and
- to assist the College 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 College activities and other information of interest to registrants.

## Contacting the College

The College provides applicants for registration, registrants on the Regulated Registers, and individuals on the Non-Regulated Register with access to their own personal information as held by the College through the Applicant or Registrant Portals. Any required changes can be requested by completing and submitting one of the forms included in the Portals.

If you do not have access to the Applicant or Registrant Portals and would like to request a change to your personal information, you can contact the College in the following ways:

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

**By Phone:** 780-465-1756

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