

## **OIL SANDS SAFETY ASSOCIATION ("OSSA")**

### **ALBERTA PRIVACY OF PERSONAL INFORMATION POLICY**

#### **OUR PRIVACY COMMITMENT**

We are committed to maintaining the security, confidentiality, integrity and privacy of your personal information. We have ensured that it is in compliance with the Alberta *Personal Information Protection Act* (“*PIPA*”) which governs the collection, use and disclosure of such personal information.

#### **SCOPE OF POLICY**

This Policy applies to the collection, use and disclosure of personal information such as social insurance number, birth date, gender, home address, and cell telephone number, background qualifying information. As the Policy reflects the provisions of *PIPA*, it does not apply to the collection, use or disclosure of business contact information, such as position or title, business telephone number, business address or business e-mail, or in certain cases to publicly available information.

#### **PURPOSES**

We will collect, use and disclose personal information for the following purposes:

1. To contact the individuals for business and accreditation purposes
2. To publish and distribute materials related to the standards and requirements for accreditation;
3. To collect information by way of surveys relating to safety standards;
4. To provide training for accreditation purposes; and
5. To comply with legal and regulatory requirements.

In certain circumstances as permitted or required by *PIPA*, we may collect, use or disclose Personal Information without having to provide notice or obtain consent.

## **LIMITS FOR COLLECTING, USING AND DISCLOSING PERSONAL INFORMATION**

We will limit the amount and type of personal information, collected, used and disclosed to the extent reasonably necessary to fulfil the purposes listed above and as identified in the future.

We will destroy or make anonymous all documents and other records containing personal information as soon as reasonably possible after their original purpose is no longer served by the retention of the information, provided that they are no longer required for legal or business purposes.

## **ACCESS**

In general, you have a right to access your personal information in our custody or control. Upon receiving a written request to its Privacy Advisor clearly identifying yourself and the requested information, we will within 45 days make your personal information, its use, and the parties to whom it has been disclosed, known to you, or will provide a written explanation if additional time is required to fulfil the request.

In some situations, we may refuse to provide access to certain personal information and will in those cases provide a written explanation, such as that, the personal information is protected by solicitor/client privilege, the information was collected for the purposes of an investigation or legal proceeding, or that disclosure of the information would reveal confidential commercial information that could harm our competitive position. We may also be prevented by law from providing access to certain personal information.

## **ACCURACY**

We will strive to ensure that the personal information it uses is accurate and complete. If you demonstrate to our satisfaction the inaccuracy or incompleteness of your personal information records, we will correct the records as required, and if feasible send the corrected information to third parties to whom such information had been previously disclosed. If a correction is not made to your satisfaction, we will make a note in its records that the correction was requested but not made.

## **SAFEGUARDS**

We protect the personal information we hold or control, by establishing reasonable security arrangements against unauthorized access, collection, use, disclosure, copying, modification,

disposal or destruction. We also take steps, through contractual or other means, to ensure that its suppliers and agents implement a comparable level of protection.

## **ACCOUNTABILITY**

We will, on request, provide information regarding its practices for addressing any complaints made about our implementation of the PIPA requirements in this Policy. Please direct any questions about the complaint procedure or any other aspect of this Privacy Policy to the Executive Director of the OSSA, who has been designated to ensure that we comply with PIPA, at:

Oil Sands Safety Association  
Box 13  
8115 Franklin Avenue  
Fort McMurray, AB T9H 2H7  
(780) 715-3925