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Issuing Authority	CASLP-NL Board of Directors
Author	CASLP-NL Board of Directors
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OVERVIEW:

The College of Audiologists and Speech-Language Pathologists of Newfoundland and Labrador's (CASLP-NL) may have access to personal information as part of the registration process, College Mentorship Program, Continuing Education Program, etc. Personal information may be maintained in both an electronic and paper format. The information collected is for college use and will be utilized for several purposes (e.g., registration, renewal, discipline and quality assurance or other purposes as required by law). Personal information is defined in the *Access to Information and Protection of Privacy Act (ATIPPA)*

POLICY:

Information collected by CASLP-NL must be secured and must only be accessed by authorized users.

PROCEDURE:

- Information will be maintained in an electronic format.
- Information maintained in a paper file will be kept in a secure environment.

- Information maintained in an electronic format will be password protected and only available for use by authorized users. The electronic data will be backed up and the backup will be maintained on an encrypted storage device.
- College approved modes of transporting/communicating personal information are: Postal mail, electronic mail, fax in limited circumstances, hand deliver.
- A College member, or authorized third party, may review their personal information. The College Chairperson or other authorized person will review the personal information with the member or other authorized third party at an agreed upon location. Where requested, copies of the information on a member will be provided to the member or authorized third party.
- Financial documents 7 years and older should be destroyed in a secure method.

REFERENCES:

- Province of Newfoundland and Labrador: Access to Information and Protection of Privacy Act (ATIPPI), SNL 2013

APPROVED BY:



CASLP-NL Chairperson



CASLP-NL Board Member