

Consulting Engineers of Alberta

Privacy Policy

Purpose and Scope

Consulting Engineers of Alberta respects and upholds an individual's right to privacy and to protection of his/her personal information. The Consulting Engineers of Alberta is committed to compliance with the Alberta *Personal Information Protection Act*. This document sets out the policy of the Consulting Engineers of Alberta with respect to member contacts, website visitors, and client representatives.

Who We Are

Formed in 1978 under the Alberta Societies Act, Consulting Engineers of Alberta (CEA) now operates under the Consulting Engineers of Alberta Act. CEA unites the consulting engineering industry to promote our common causes and defend our mutual interests by making it possible for our industry to speak out with one voice and to harmonize our efforts for a stronger image, a co-operative approach to best business practices and effective government relationships.

Consulting Engineers of Alberta is a not-for-profit professional association dedicated to providing society with the highest standards of engineering design and safety and to improving the business environment for consulting engineering firms in Alberta. Our members employ nearly 9,000 individuals – professional engineers, technologists and support staff – who are directly involved in delivering engineering services to a wide variety of clients all over the world. The industry contributes over \$1.9 billion annually to the Alberta economy.

Definitions

"Personal information" for the purposes of this policy means information about an individual. It does not include aggregate information which cannot be associated with a specific individual, and it does not include the name, title, business address, business email, or business telephone number of an individual.

"CEA" for the purposes of this policy means Consulting Engineers of Alberta.

"Member contact" for the purposes of this policy is any individual designated by a firm to be the membership contact for CEA.

"Third party" for the purposes of this policy is an individual or an organization other than the individual from whom or about whom CEA has collected personal information.

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Our Responsibilities

Section 1: Accountability

CEA is accountable for the personal information under its control. CEA has appointed its Chief Operating Officer as the Privacy Coordinator responsible for the organization's compliance with this Policy. The Privacy Coordinator reports to the Executive Committee. The CEA Executive Committee has the final decision on any privacy issues that arise. Other individuals within CEA may be delegated to act on behalf of the Privacy Coordinator or to take responsibility for the day-to-day collection and processing of personal information.

Section 2: Purposes for Collection, Use, and Disclosure

CEA collects and uses personal information about individuals for the following purposes:

1. To determine eligibility for membership with us and to communicate with member contacts and individuals.

For example, we collect professional certification information about member contacts in order to determine a firm's eligibility for membership. We collect home address and other personal contact information only where individuals prefer us to use this information to communicate with them, such as registering for an event.

2. To provide, promote, develop, and enhance membership services and events.

For example, we administer membership surveys and collect certain information on event and activity registration forms. We may use information provided on membership surveys and on event and activity registration forms to provide, promote, develop, and enhance membership services and the events or activities we hold.

3. To comply with legal and regulatory requirements.

For example, we may collect and use personal information to fulfill government reporting requirements.

4. In order to understand and respond to questions.

For example, where inquiries are emailed to us through the "contact us" page on our website, we collect and use information individuals provide to us for the purpose of understanding their inquiry and responding to it. The only circumstances under which personal information may be disclosed to third parties is for the fulfillment of any purposes identified above, as required or authorized by law, or with individual consent. Where personal information is disclosed to a third party for the fulfillment of any purposes identified above, CEA will make all reasonable efforts to ensure the third party has appropriate security procedures in place for the protection of the personal information transferred to it.

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Section 3: Consent

The knowledge and consent of the individual are required for the collection, use and disclosure of personal information. We assume consent to collection of an individual's personal information for the above-noted purposes. An individual may refuse or withdraw consent at any time, subject to legal and contractual restrictions and reasonable notice. Member contacts who no longer wish to receive our newsletter, promotional materials, or affinity programs may opt out of receiving these communications by contacting us at info@cea.ca or unsubscribe at any time through our materials and on our website.

Section 4: Limiting Collection

We collect personal information only for the purposes identified above.

Section 5: Limiting Use, Disclosure, and Retention

We do not use or disclose personal information for any purposes other than those for which it was collected, except as required by law, or with consent. Personal information is retained only as long as is necessary for the fulfillment of the purposes for which it was collected, or as required by law.

Section 6: Accuracy

CEA will make reasonable efforts to ensure personal information is as accurate, complete, and current as required for the purposes for which it was collected. In some cases, CEA relies on individuals to ensure certain information about them, such as their professional certification and contact information, is current, complete, and accurate.

Section 7: Safeguards

CEA will make reasonable efforts to ensure personal information is protected. Safeguards include physical, administrative, and electronic security measures.

Section 8: Openness Concerning Policies and Practices

CEA will make available specific information about its policies and practices regarding the management of personal information. To contact us to obtain further information regarding our policies and practices, please refer to Section 11 below.

Section 9: Access

Individuals have the right to request access to their personal information under the control of CEA. The Privacy Coordinators will assist individuals with their access requests. Access requests should be made, in writing, to the Privacy Coordinator at CEA, Suite 2160, 10123 99 Street NW, Edmonton AB T5J 3H1, email: info@cea.ca

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In certain exceptional situations, further to privacy legislation, CEA may not be able to provide access to certain personal information that it holds about an individual. An example of where CEA may not be able to provide access is where to do so may reveal personal information about another individual. If access cannot be provided, CEA will notify the individual making the request, in writing, of the reasons for the refusal. Where access has been provided and where the information is demonstrated to be inaccurate or incomplete, CEA will amend the information as required.

Section 10: Revisions to This Privacy Policy

The development of CEA's policies and procedures for the protection of personal information is an ongoing process. Due to changes in technology and legal requirements we may revise this policy from time to time. Please ensure you refer to the current version of CEA's Privacy Policy. The current version will be posted on our web site at www.cea.ca or made available to you by writing to us at CEA, Suite 2160, 10123 99 Street NW, Edmonton AB T5J 3H1.

Section 11: Questions or Concerns Regarding CEA's Privacy Practices

Individuals may direct their general questions regarding privacy practices at CEA, as well as any questions or concerns regarding CEA's compliance with this policy, to the Privacy Coordinator at (780) 421-1852, info@cea.ca. CEA will investigate any complaints received in writing. If a complaint is found to be justified, CEA will take appropriate measures to resolve the complaint including, if necessary, amending its policies and procedures. An individual will be informed, in writing, of the outcomes of the investigation regarding his or her complaint.

Website Privacy Policy

What information does CEA collect and how do we collect it?

Every computer connected to the Internet is given a domain name and a set of numbers that serve as that computer's "Internet Protocol" (IP address). Members provide personal information voluntarily when they request services like conference and event registration. We store information in a registration database as well as a private CEA database.

When a visitor requests a page from any website within the CEA network, our web servers automatically recognize that visitor's domain name and IP address. The domain name and IP address reveal nothing personal about you other than the IP address from which you have accessed our site. We use this information to examine our traffic in aggregate, and to investigate misuse of our network or to cooperate with law enforcement. We do not collect and evaluate this information for specific individuals. Our web servers do not automatically record email addresses of the visitors.

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In addition, our internet service provider may log, for statistical purposes, such information about people visiting our website as their operating system, internet address, domain name, the date and time of their visit, the pages and documents they view or download, the website from which they are coming and the type of browser they are using. People visiting our website do so voluntarily and are deemed to have consented to allowing us to collect the personal information specified above.

What are cookies?

From time to time, CEA may send a "cookie" to your computer. A cookie is a small piece of data that is sent to your Internet browser from a web server and stored on your computer's hard drive. A cookie can't read data from your computer hard disk or read cookie files created by other websites. Cookies do not damage your system. We use cookies to identify which areas of CEA's network you have visited or customized, so the next time you visit, those pages may be readily accessible. You can choose whether to accept cookies by changing the settings of your Internet browser. You can reset your browser to refuse all cookies or allow your browser to show you when a cookie is being sent. If you choose not to accept these cookies, your experience at our site and other websites may be diminished and some features may not work as intended. Cookies are very limited in scope and can contain only plain text; they do not contain programming code. They cannot be used to execute or run malicious programs. Most cookies include expiration dates and those that don't expire are deleted as soon as you close your browser.

Third Party Services and Links

Some of the third party online services used by CEA store personal information in their databases; these third party services have their own privacy policies that may differ from CEA's Privacy Policy.

Links to websites related to CEA may be found throughout the CEA website. CEA is not responsible for the privacy practices or content of these sites. You are encouraged to examine the privacy policy and disclaimers and make your own decisions regarding the accuracy and correctness of the material and information found.