

BCPA Privacy Policy

Please read this privacy policy before using the site or submitting any personal information. By using the BCPA site, registering for events, registering for a BCPA membership or affiliation, or purchasing any other item (e.g. advertising) from the BCPA website, you are accepting the practices described in this privacy policy. These practices may be changed, but any changes will be posted and changes will only apply to activities and information on a going forward, not retroactive basis. You are encouraged to review the privacy policy whenever you visit the site to make sure that you understand how any personal information you provide will be used.

Our Commitment to Privacy

Your privacy is important to us. To better protect your privacy we provide this notice explaining our information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our website and at every point where personally identifiable information may be requested.

The Information We Collect

This notice applies to all information collected or submitted on the BCPA website, or through BCPA printed forms. The types of personal information collected are:

- Title
- Name, Middle Name and Surname
- Address(es)
- E-mail address
- Phone number(s) and Fax number(s)
- Credit/Debit Card Information (only on printed forms: we do not collect this information through our website)
- College of Psychologists of BC Registration Number
- Liability Insurance provider
- Credit card number, expiry date and three-digit security code (only collected for phone event registrations or advertising payments)

Cookie/Tracking Technology

The BCPA website may use cookie and tracking technology depending on the features offered. Cookie and tracking technology are useful for gathering information such as browser type and operating system, tracking the number of visitors to the website, and understanding how visitors use the website. Cookies can also help customize the website for visitors. Personal information cannot be collected via cookies and other tracking technology; however, if you previously provided personally identifiable information, cookies may be tied to such information. Aggregate cookie and tracking information may be shared with third parties.

The Way We Use Information

We use the information you provide about yourself when renewing membership or affiliate status, making purchases online, or registering for events only to complete that order. We do not share this information with outside parties except to the extent necessary to complete that order. You can register with our website if you would like to register for courses, upgrade or renew your membership/affiliation, or purchase items online. None of the information you provide is shared with outside parties, **except for information used for the Referral Service, and for the purposes of confirming eligibility of member rates for professional liability insurance.** Only you and the BCPA staff, and website administrators will have access to personal information. Board Members will have access to your contact information, your membership status and participation lists for BCPA events. Whenever we are requested to share information, we will only do so once or if we have obtained your explicit consent in written form, except for the reasons stated above.

We may share information with governmental agencies or other companies assisting us in fraud prevention or investigation without asking for prior consent. We may do so when: (1) required by law; or, (2) trying to protect against or prevent actual or potential fraud or unauthorized transactions; or, (3) investigating fraud which has already taken place. We use non-identifying and aggregate information to better design our website, to share with advertisers and for member survey results. For example, we may tell an advertiser that X number of individuals visited a certain area on our website, or that Y number of men and Z number of women read our publications, but we would not disclose anything that could be used to identify those individuals. Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

Our Commitment to Data Security

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online and on paper.

Credit Card Data Security

Credit card data (credit card number, expiry date and three-digit security code) is only collected when you choose to (i) register for an event over the phone, (ii) purchase advertising from us for the first time and/or opt to use a credit card for advertising payments, or (iii) in exceptional cases, if you provide us with a credit card number over the phone to pay for your membership in case you were not able to send in a cheque. After we process our payments, credit card numbers and security codes are deleted or destroyed. We only keep a copy of the credit card receipt for record-keeping purposes.

Our Commitment to Children's Privacy

Protecting the privacy of the very young is especially important to us. For that reason, we never collect or maintain information from those we actually know are under 18.

How You Can Access or Correct Your Information

You can access all your personally identifiable information that we collect through the restricted section of the BCPA website. Through the website, you will be able to delete or update personal information we have stored in our database. Access to the restricted section of the website is only permitted for those people who:

1. Have current or past BCPA membership;
2. Have current or past BCPA affiliation;
3. Have registered for a BCPA event through the website;
4. Have been specifically granted access to the website by BCPA Staff;
5. Website administrators;
6. BCPA Staff.

Website users belonging to categories 1 to 4 only have access to their own information. We use this procedure to better safeguard your information.

You can correct factual errors in your personally identifiable information by sending us a request that credibly shows error. To protect your privacy and security, we will also take reasonable steps to verify your identity before granting access or making corrections.

How to Contact Us

Should you have other questions or concerns about these privacy policies, please contact BCPA by fax (604-730-0502) or send us an email at exec@psychologists.bc.ca. You can also contact us by mail at: BC Psychological Association, 402 1177 West Broadway, Vancouver, BC V6H 1G3.

We reserve the right to make changes to this policy. Any changes to this policy will be posted to our website at www.psychologists.bc.ca or can be requested in writing at any time.