

## CSPL Privacy Statement

May 2024

CSPL recognizes the importance of protecting the privacy of personal information. You have a right to know the types of information collected through the CSPL website and how and why we collect and use it. You also have a right to choose whether you wish to provide us with this personal information or have it collected.

Please read this Privacy Statement carefully so that you will understand how your personal information will be treated as you make use of our site. By using the CSPL member portal site, you agree to the terms of this Privacy Statement.

The range of services we offer continues to expand. In the future, we may make changes to our privacy policy. We will notify you of any significant changes and obtain your consent to any significant new uses of your personal information if it was collected from you prior to changes in this policy. We recommend that you check this posted Privacy Statement regularly to ensure that you have viewed the most recent version. If you do not agree to the terms of this Privacy Statement or any revised statement, please exit the site immediately.

### **What information is collected at the CSPL member site and why?**

You may visit the CSPL website anonymously or as a registered member. In either case, information may be collected from you.

#### Personal information

The CSPL website does not automatically gather any specific personal information from you, such as your name, telephone number, or email address. We would only obtain this type of information if you knowingly supply it by email, telephone or post.

The personal information that you provide will be used only for business purposes. If you provide us with your email address, we will send you information about specific programs such as quarterly Journal, e-newsletter and our Job-opportunity Program, as well as the society's upcoming educational courses and conferences. You may change your mind at any time about receiving email communication by using the "unsubscribe" instructions provided with each email.

#### Anonymous information

To help us understand user preferences and the trends in our user population, we may record information that is not identifiable to you during your session as either an anonymous visitor or registered member. Currently, software receives and records the Internet Protocol (IP) address of the computer that has contacted our website, the date and time of the visit, and the pages

visited. We make no attempt to link these addresses with the identity of individuals visiting our site unless an attempt to damage the site has been detected.

## **How is information collected?**

### Cookies

The CSPL website uses “cookies” to identify you during your visit and to ensure that members who log into the site have access to content reserved for members only. Cookies are simple, alphanumeric identifiers that record information about your visit to our website. Cookies are managed by your Internet browser (i.e., , Internet Explorer, Google Chrome, Mozilla Firefox, Apple Safari, Microsoft Edge). They are not stored on your computer’s hard drive, and they persist only for the duration of your session on the CSPL website.

Please note that you can make the choice to “enable” or “disable” cookies in your Internet browser. If you disable cookies in your browser, the CSPL website cannot grant you access to the “members only” areas. You should review your browser instructions for guidelines on cookie use and preference settings.

### Online forms

A form is provided on the CSPL website to allow you to join both the society and to register for the Canadian Conference on Physician Leadership.

### Disclosing information

Only selected individuals within the CSPL have access to the personal information that you provide at the CSPL website. This access is granted strictly for the purposes identified in this privacy statement.

We might transfer some personal information to a contractually bound third-party agent or supplier who will use this personal information, for example, a credit card number only for processing or product support purposes or the prevention of fraud.

We will not sell or share personal information collected at the CSPL, CCPE, CJPL and CCPL websites with other organizations except to the extent that disclosure is required by a valid legal requirement such as a law, regulation or search warrant.

The statistical and aggregate reports on use of the CSPL website may be shared with third parties, such as content suppliers and advertisers who might assist us in managing, financing and improving the website. For example, we might inform third parties regarding the number of users of our site and the activities they conduct while there. We require third parties to whom we disclose aggregate information to agree that they will not attempt to make this

information personally identifiable by combining it with other databases or through any other means.

### **Access to your personal information**

If at any time you wish to update your personal information or to verify its accuracy, you may visit the Member Portal and select “profile” to view your information or “contact details” section of the web site.

### **Security**

The CSPL website has physical and technical measures in place to ensure the security of information. Servers reside in passcode secured rooms that are accessible only to a limited group of authorized personnel. All access to these rooms is tracked through video surveillance. We also use advanced encryption and firewall technology. Although we will make every reasonable effort to protect your personal information from loss, misuse or alteration by third parties, you should be aware that there is always some risk involved in transmitting information over the Internet.

### **Questions about this privacy statement**

This privacy statement applies only to the CSPL website. The CSPL site contains links to other sites; we are not responsible for the privacy practices of such other sites. We encourage you to look for and review the privacy statements of every website you visit or any site that collects personal information from you. If you have any questions about this privacy statement, please feel free to e-mail Colleen Galasso at [colleen@physicianleaders.ca](mailto:colleen@physicianleaders.ca)

### **Changes to the privacy policy**

CSPL reserves the right to revise this privacy policy at any time. You will be notified of any significant changes made herein.