



Administrative Offices:

2175 Sheppard Ave. E., Suite 310
Toronto, ON M2J 1W8

Tel: 1-800-208-9398/416-491-2886

Fax: 416-491-1670

E-mail: info@cpba.ca

Website: www.cpba.ca

Drafted: September 11, 2009.../mh

Canadian Pharmacists Benefits Association (CPBA) and Taylor Enterprises Ltd.

P.I.P.E.D.A. Compliance

Both the Canadian Pharmacists Benefits Association (CPBA) and its management company, Taylor Enterprises Ltd., respect your privacy. We also strive to protect the confidentiality of any personal information you may give us. We want you to know (a) the circumstances under which we collect information, (b) the kind of information we collect, and (c) how we may use that information.

Collection: The CPBA collects personal information about the member. Depending on the category of membership, the CPBA may collect some or all of the following information:

- Name, address, telephone and fax numbers, email address, university and graduation year, postgraduate education and graduation year, category of membership, accreditations, and professional membership(s). This allows the CPBA to manage membership records, send out membership renewal information and process payments if required.
- Volunteer and work history, and any other information you may voluntarily provide on your CV for purposes of press releases and the CPBA director database.

You may provide us with information on-line, in a telephone conversation, or through a completed printed form. The information you provide will be securely stored either on a computer or as part of a hard-copy filing system.

1. On the Internet

Currently, we do not collect anything from you on-line. We do not use cookies (small, encrypted text files that contain information about you) to track your usage of our site, although we do use cookies if you enter the members only area of the website to keep you logged in. Cookies so used are deleted when you navigate away from the site or close your browser.

2. By phone, mail or in person

Applicable personal data "may" be collected by our membership, education or special events departments, and is maintained on a secure server. This information would be used only to facilitate administration. No data collected would be sold, rented, or given to third parties.

All payments would be processed either through our credit/debit card machine (our accounting department would retain copies only for bank verification/reconciliation) or (for cheques/money orders/cash) deposited directly to bank. Once again, they would be processed securely, and the account information would only be entered into a secure computer or manual database.

How We Use Non-Personal Information

cpba.ca's operating system may automatically record some general information about your visit, such as:

- The Internet domain for your Internet service provider, such as "company.com" or "service.ca" and the IP address of the computer accessing the website, such as "ppp-55" or "123.123.123.123";
- The type of browser (such as "Netscape version x" or "Internet Explorer version x") you are using;
- The type of operating system you are using (such as Macintosh, Unix, or Windows);
- The date and time you visit our site and the web pages that you visit on our site, along with the address of the previous website you were visiting, if you linked to us from another website.

We use this information for statistical analysis, to help us make our site more useful to visitors. We may disclose this non-personal information to third parties such as sponsors or clients and/or use it for auditing purposes. **This tracking system does not record personal information about individuals or link this information to any personal data collected.**

We may use "cookies" that identify you as a return visitor. A cookie is a piece of data that a website can send to your browser, which may then store the cookie on your hard drive. So, when you come back to visit us again, we can tailor information to suit your individual preferences. The goal is to save you time and provide you with a more meaningful visit and to measure website activity. Cookies do not contain any personally identifying information. Browsers such as Netscape allow you to disable cookie collection if you wish, or inform you when a cookie is being stored on your hard drive.

Currency of data collected

The Canadian Pharmacists Benefits Association (CPBA), or its management company, Taylor Enterprises Ltd., may contact you requesting updates of data. This will normally be by regular mail or an e-mail directing you to the appropriate website. We do not use third parties to collect this data on our behalf, and you will never be directed to a third-party website for this purpose. If you receive any communication the authenticity of which is doubtful, please contact the CPBA Office immediately.

Privacy Officer

The Canadian Pharmacists Benefits Association (CPBA) has a privacy officer who may be contacted for any concerns, clarifications or possible abuse of the privacy policy. Please direct your communications to:

Melonie Hart, Chief Privacy Officer
Canadian Pharmacists Benefits Association
2175 Sheppard Avenue East, Suite 310
Toronto, ON M2J 1W8
Local: (416) 491-2886
Toll-free: 1-800-208-9398
Fax: (416) 491-1670
E-mail: privacy@cpba.ca