

Synopsis of the HBOC Society Privacy Policy

Our Commitment

The Hereditary Breast Ovarian Cancer Society of Alberta ("HBOC Society") understands the importance of personal privacy and values the privacy of our members. The HBOC Society acknowledges the sensitivity of personal information, particularly the sensitivity of personal health information. Therefore, we have adopted this privacy policy to reflect and shape the practices of our organization.

Overview

This Privacy Policy requires that the HBOC Society limit the use and disclosure of personal information. Personal medical information will not be used or disclosed without the express prior consent of the individual from whom the information was collected.

Principles

1. The HBOC Society Board of Directors is responsible for the implementation and compliance with the HBOC Society Privacy Policy. Please direct all questions and concerns to the Board of Directors.
2. The HBOC Society collects personal information for the following purposes: a) to facilitate communication with and between members; b) to match individuals desirous of support or information with those with the related expertise or information; and c) to determine the demographics of its members in order to apply for funding, set agendas, and network with similar organizations. The identified purpose(s) will be specified at or before the time of collection to the individual from whom the personal information is collected. When personal information that has been collected will be used for a purpose not previously identified, the new purpose will be identified prior to use.
3. The HBOC Society will seek express consent for the use or disclosure of the information at the time of collection. When personal information that has been collected will be used for a purpose not previously identified, the new purpose will be identified prior to use. Unless this new purpose is required by law, the consent of the individual will be sought before information can be used for that purpose. An individual may withdraw consent at any time, subject to legal or contractual restrictions and reasonable notice. The HBOC Society will inform the individual of the implications of such withdrawal.
4. The HBOC Society will collect only the personal information that is necessary to fulfil the purposes identified.

5. The HBOC Society, when using personal information for a new purpose, will document this purpose and will seek the consent of the individual for this new purpose. Only the HBOC Society Board of Directors and staff with a need to know, or whose duties reasonably so require, are granted access to personal information.
6. The HBOC Society will only update personal information when it is necessary to fulfil an identified purpose or upon request by an individual.
7. The HBOC Society, its Board of Directors and its staff members will make every reasonable effort to protect personal information regardless of the format in which it is held.
8. The HBOC Society will be open about its policies and practices with respect to the management of personal information. All attempts will be made to explain these policies to any individual requesting further information.
9. Upon request, the HBOC Society will inform its members of any use or disclosure of that member's personal information. Upon request, a member may view his or her file and may request that changes be made to information that is inaccurate.
10. Any questions or complaints regarding the HBOC Society Privacy Policy and its implementation will be promptly dealt with by the Board of Directors.