

Chartered Professional Accountants of Alberta

Privacy Policy associated with the Practitioners Emergency Assistance Plan (PEAP)

Last Updated: October 8, 2015

PURPOSE

The objective of the Practitioners Emergency Assistance Plan (“PEAP”) is to provide a mechanism for the Chartered Professional Accountants of Alberta (CPA Alberta) to assist with the emergency administration and/or succession of your practice should you die or become incapacitated. In order to achieve this objective the CPA Alberta must acquire certain Personal Information related to yourself and, at times, your Executor. This information is obtained when you complete the PEAP Checklist.

This Privacy Policy describes the type of information we collect and receive, the policies and procedures we have established for its use and storage, and our policies for sharing certain types of Personal Information in specific limited circumstances as related to PEAP. This Privacy Policy may be amended from time to time.

This Privacy Policy is associated with PEAP and is not intended to cover use and collection of information on CPA Alberta’s main website located at www.cpaalberta.ca. In addition, the Chartered Professional Accountants of Alberta maintains its own privacy policy located at www.cpaalberta.ca/About-Us/Privacy-Policy.

CPA Alberta will comply with all of its legal obligations in relation to your Personal Information that it collects including the requirements of the *Personal Information Protection Act*, SA 2003, c P-6.5 (“PIPA”), and the *Chartered Professional Accountants Act* SA 2014, c C-10.2 (“CPA Act”), and will use fair and reasonable practices using the guidelines of this Policy to meet its obligations under PIPA and the CPA Act.

WHAT IS PERSONAL INFORMATION?

“Personal information” is information about an identifiable individual. This includes any information which can be linked to an individual’s identity, such as name, age, gender, occupation, contact information, financial information and other information. It does not apply to the information of non-individuals, such as corporations and other business entities and, generally speaking, to business contact information of individuals.

THE TYPE OF INFORMATION WE COLLECT AND RECEIVE

CPA Alberta collects personal information in order to establish and maintain PEAP. PEAP requires interested individuals to complete the PEAP Checklist requiring the disclosure of the following information, among other things as provided by yourself:

<i>Member/Practice Information</i>	<i>Executor/Emergency Contact Information</i>
<ul style="list-style-type: none">• The name of your practice;• The address of your practice;• Your CPA Alberta practice number;• Member name;• Your member number;• Location of your Will; and• Location of your instructions with respect to your Executor/Power of Attorney.	<ul style="list-style-type: none">• Name and telephone number of your Executor; and• Name and telephone number of individual having Power of Attorney.

Please relate to the PEAP Checklist to view all information requested by CPA Alberta.

CONSENT

In order to register with PEAP, you will be required to provide your consent. This consent is necessary before we can obtain or use your Personal Information, or disclose such Personal Information to anyone, including your Executor or Power of Attorney. By providing your Personal Information and completing the PEAP Checklist you are providing consent to CPA Alberta to collect, use and disclose your Personal Information in accordance with PEAP.

WITHDRAWING CONSENT

You may also withdraw your consent with respect to the use of your Personal Information for PEAP at any time, subject to legal or contractual restrictions and reasonable notice, by e-mailing us at privacy@cpaalberta.ca, and providing us sufficient personal identifiers so CPA Alberta can ascertain your identity and otherwise act effectively on your request. A withdrawal of consent will impact our ability to provide you with services as required to implement PEAP, in the event of your death or incapacitation.

USE OF PERSONAL INFORMATION

- 1) The information provided may be used by CPA Alberta to assist either the Executor (in the event of death) or the designated Power of Attorney (in the event of incapacity) in the ongoing administration and, if required, disposition and transition of your practice.
- 2) The information may only be provided by CPA Alberta to your Executor (in the event of death) or designated Power of Attorney (in the event of incapacity).
- 3) The information provided will be retained on file for a maximum of three years. After that time, CPA Alberta will request the information be updated and the existing information will be destroyed.

SAFEGUARDING YOUR PERSONAL INFORMATION

CPA Alberta is aware of your concern for privacy as it relates to PEAP. CPA Alberta takes all reasonable steps to protect your Personal Information that is disclosed to us through the PEAP Checklist. CPA Alberta does not transfer your Personal Information offsite and only authorized individuals have access to your information, which is maintained under lock and key and/or is electronically safeguarded

ACCESS TO PERSONAL INFORMATION

Individuals registered with the PEAP program have a right of access to their own Personal Information that is in the custody of CPA Alberta or under its control, subject to some exceptions. For example, organizations are required under PIPA to refuse to provide access to information that would reveal personal information about another individual. Organizations are authorized under PIPA to refuse access to personal information if disclosure would reveal confidential business information. Access may also be refused if the information is privileged or contained in mediation records.

All Personal Information kept by CPA Alberta for the purposes of PEAP is confidential and will not be disclosed by CPA Alberta to anyone other than:

- your Executor (in the event of death); or
- the designated Power of Attorney (in the event of incapacity).

GOVERNING LAW

This Privacy Policy is governed by the applicable laws of Canada and the Province of Alberta.

QUESTIONS OR CONCERNS

Any questions or concerns may be directed to CPA Alberta by contacting our office by telephone 1-800-232-9406, by fax at 780-425-8766, or by email at privacy@cpaalberta.ca .