



## CMTNL Privacy Code/Policy

The College of Massage Therapist of Newfoundland and Labrador (CMTNL) is committed to maintaining the principles of integrity and trust with respect to the privacy of personal information. As part of this commitment, the CMTNL will protect the privacy at all times of personal information received from our candidates, Registrants, members of the public, Employees/Sub contractors and applicants for membership. To ensure this commitment, the CMTNL agrees to comply in all material respects with applicable privacy laws.

### **Definition of Personal Information**

The Access to Information and Protection of Privacy Act, in Newfoundland and Labrador defines *Personal Information* as recorded information about an identifiable individual including: the individual's name, address, telephone number; race, national or ethnic origin, colour, religion, political beliefs; age, sex, identifying number, education, and criminal or employment status.

This is the definition adopted by CMTNL.

### **Collection, Use or Disclose Personal Information**

CMTNL is committed to administrating and delivering superior services to our candidates, Registrants and members of the public. As a result, we collect, disclose and use information, when applicable, for the following purposes:

- To fulfill the objectives of the Massage Therapy Act as outlined in the regulations, bylaws, policies
- To process applications for membership
- To process candidates for regulatory exams
- To process registrations for continuing education courses offered by the CMTNL
- To process and investigate complaints from members of the public
- To process continuing education units of Registrants
- To investigate Candidate complaints and appeals
- To prepare T4 A's for subcontracted workers
- To distribute College publications
- To Maintain a public registry of all active and inactive Registered Massage Therapists
- To communicate College messages
- To contact Registrants regarding membership, certification and complaints
- Information collected may be used for research, education and development of courses, programs and policies
- Information collected may be placed in databases, e-mails, word processing merge documents, and other electronic systems to facilitate the uses described above

The CMTNL's website contains a public registry of Registered Massage Therapist of Newfoundland and Labrador. This information is collected directly from the RMT and is their responsibility to notify the CMTNL of changes or errors. CMTNL's website contains links to external websites, owned and operated by third parties. We are not responsible for the content or privacy policies of such sites and recommend that you review their privacy policies prior to providing any personal information on those sites.

## **Consent**

By accessing and using information from our website, completing a form, or by sending information to the CMTNL, you agree to the terms of this privacy policy and to our practices of collecting, using and disclosing your personal information. We may amend our privacy policy and all updates or changes will be posted on our website.

Exceptions to our privacy policy may be made for particular circumstances of transactions. When such exceptions are to be made, your consent will be sought prior to your entering the transaction.

## **Security**

The CMTNL recognizes our obligation to protect the personal information we have gathered and is committed to protecting it. The CMTNL will maintain reasonable safeguards, that comply in all material respects with industry standards, to guard personal information against unauthorized access, disclosure, loss, destruction or modification.

## **ACCURACY**

CMTNL makes all efforts to ensure that personal information collected, used and disclosed for its intended uses is as accurate and complete as possible.

## **To Relay Concerns or Access to Personal Information file**

Individuals have a right to access and review their personal information file collected by the CMTNL.

To make a request, gain access to your information, file a complaint or for more information, please contact the Registrar in writing to the address below.

**CMTNL**

40 Commonwealth Avenue

Mount Pearl, NL

A1N 1W6

[registrar@cmtnl.ca](mailto:registrar@cmtnl.ca)

709-739-7181