

Alberta Health and Safety Training Institute (AHASTI)

Privacy Policy (PIPA)

Intent

Alberta Health & Safety Training Institute is committed to protecting personal information in compliance with the *Personal Information Protection Act* (PIPA) of Alberta. Review PIPA - [here](#). This policy outlines standards for the collection, use, and disclosure of personal information by the company.

Definitions

Commissioner: The information and privacy commissioner appointed under the *Freedom of Information and Privacy Act*.

Personal Information: Information about an identifiable individual.

Guidelines

In accordance with PIPA, Alberta Health & Safety Training Institute collects, uses, and discloses personal information for legitimate business purposes that a reasonable person would consider appropriate in the circumstances.

AHASTI's owners will be responsible for the company's privacy policies and practices. Any questions, concerns, or complaints regarding this policy, please contact us – our details are set out at the end of this Privacy Policy.

Collection, Use, and Disclosure

Personal information is only collected, used, and disclosed when it serves a legitimate, reasonable business purpose and only to the extent necessary to fulfil that purpose.

Where required by PIPA, the company informs individuals of the purpose of the collection before or at the time of collecting personal information and the name, position, or title of an individual who can answer questions regarding the collection.

Alberta Health & Safety Training Institute uses a service provider outside Canada, specifically Wix.com – please refer to the Wix.com Privacy Policy [here](#).

Consent

Alberta Health & Safety Training Institute obtains consent from individuals to collect, use, and disclose personal information where required by law. The way consent is obtained varies depending on the circumstances and the type of personal information collected. Consent may be provided orally or in writing. The company makes all reasonable efforts to obtain express consent from individuals before collecting, using, or disclosing their personal information; however, in some scenarios as defined under PIPA, consent is implied.

Individuals have the right to withdraw or vary their consent at any time - please contact us – our details are set out at the end of this Privacy Policy. Individuals are informed of the implications of withdrawing or varying their consent at the time of their request, except in situations where the consequences are reasonably obvious.

Exceptions

The company may collect, use, or disclose personal information without the individual's consent in certain circumstances in accordance with PIPA. Please refer to PIPA's Privacy Policy – [here](#).

Safeguarding Personal Information

Alberta Health & Safety Training Institute takes all reasonable measures to protect personal information under its custody or control against unauthorized access, collection, use, disclosure, copying, modification, disposal, or destruction. The company is responsible for the personal information in its possession and control, including information shared with a third party for processing. Alberta Health and Safety Training Institute has partnered with Global Merchant as it's payment processor – please review Global Merchants Privacy Policy – [here](#). When information is shared with a third party, contracts are in place to ensure that information shared is adequately protected.

Personal information may be stored in physical or electronic files. The company safeguards personal information from unauthorized access, disclosure, use, or modification and against theft or loss regardless of the format in which it is stored. Appropriate safeguards are put in place based on the sensitivity of the information.

Information is protected through physical, organizational, and technical measures. Access to personal information is restricted to employees and other agents of the company who require the information to perform their job duties, and to those otherwise authorized by law. The company's computer network systems and databases are secured by complex passwords. Physical files are kept in locked filing cabinets within locked rooms. The company ensures that employees who handle personal information are aware of and understand the importance of maintaining the confidentiality of such information.

Retention

The company retains personal information only for the duration reasonably required for legal or business purposes. When personal information is no longer required, records are destroyed or rendered non-identifying. Where law requires that personal information be kept for a specified amount of time, the company complies with the applicable legislation.

Access to and Amending Personal Information

Individuals may request access to their personal information, that an amendment be made to their personal information, or that information about the use or disclosure of their personal information be provided. Requests must be provided in writing; please contact us – our details are set out at the end of this Privacy Policy. Request must contain sufficient detail to allow the company to identify the records containing the individual's personal information. If an individual cannot make a written request, requests may be submitted by via email to contact@ahasti.ca. The company responds to requests for access within 45 days and informs the applicant whether their request has been approved or denied, in full or in part. This timeline may be extended in certain circumstances.

A reasonable fee may be charged to access personal information or obtain information about the use and disclosure of personal information. Where a fee is charged, the company provides the applicant with an estimate of the fee before providing the information. The company may require an individual to pay a deposit before accessing the information.

Alberta Health & Safety Training Institute makes all reasonable efforts to assist applicants and provide accurate and complete responses. Upon request, and where it is reasonable to do so, the company provides an explanation of any terms, codes, or abbreviations used in the record. Where it is not possible to provide complete access, the company may provide access to part of a record containing the applicant's personal information, with other information severed in accordance with PIPA. Individuals may be provided with a copy of a record or access to the original record, depending on the circumstances.

The company may refuse an individual's request for access in accordance with PIPA. If a request for access is denied, the company explains why. Individuals whose requests are refused have the right to ask for a review or file a complaint with the commissioner. The company complies with any orders issued by the commissioner following a review or complaint.

Amendments

Alberta Health & Safety Training Institute makes all reasonable efforts to ensure that personal information collected, used, or disclosed by or on behalf of the company is accurate and complete.

If an individual finds errors or omissions in their personal information under the control of the company, they may submit a written request to the authority noted below to make any necessary corrections. The company updates any incorrect information in its custody or control as required as soon as reasonably possible and ensures the information is also updated by applicable third parties with whom the information has been shared.

The company may deny an individual's request to correct their personal information in accordance with PIPA. If this occurs, the company makes a note on the record indicating that a correction was requested but not made. The company does not correct or otherwise alter any opinions, including professional or expert opinions.

Contact Us:

AHASTI Privacy Department
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Calgary, AB
T2H 2S5