

Cognitive Workshops Privacy Policy

To conform to the *Canadian Personal Information Protection & Electronic Documents Act*.
Information Officer: Lorna Tener

What is personal information?

Personal information is information about an identifiable individual. It includes information relating to personal characteristics, such as home address, phone number, or e-mail, but does not include business information, such as an individual's business address, phone number, or e-mail. Such information is not protected by privacy legislation.

Who we are:

Cognitive Workshops is a business designed to provide training in cognitive therapy to mental health professionals. It is a partnership of Lorna Tener and Brian Toller. No one other than ourselves has access to the personal information we collect.

Primary Purpose of Collecting Information:

We need contact information so that we can forward receipts and joining instructions, so that our clients can attend the training event for which they have signed up. Our clients are free to use either a business address (which is not considered private information under the privacy act), or a home address. We also ask for phone numbers/fax/e-mail details so that we can contact people quickly in case of a last minute change in venues or dates.

Related Purposes

We collect information about training/and or profession because our events are open only to those who have had or who are currently receiving training in mental health.
We may also use contact information to follow-up on payment.

Authority to Collect Information

Implied consent: Each attendee chooses to complete the registration form as they see fit.

Information Needed: Contact information includes either a business or a home address, a business or a home phone number, title, and current profession.

Secondary Purpose

We send out notification of our future training events to our previous attendees first. This is a courtesy service that allows those on our list more time to book events which sometimes sell out. We do not sell our lists to any other organizations.

Authority to Collect

Consent is implied (and this purpose disclosed on our registration pages).

Protection

training event (such as in a lap-top), is in our possession or under lock and key at all times.
Credit card information processed electronically is done so by secure transmission.

Retention policy

Contact information will be kept as long as we are providing training, or until the attendee requests its removal. Credit card information will be deleted/shredded once the payment has been cleared.

Access rights:

Each attendee may ask to see the information we have on record about him or her. Once we have verified that you are who you say you are, you will be able to see and correct information we have about you.

Any complaints can be addressed to the information officer, who has the authority to investigate, make corrections to fact and to policy, and to make restitution. Any further complaints would be forwarded to the federal information and privacy commissioner.

Dr. Lorna Tener

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