



POLICY & PROCEDURE

Administrative
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TOPIC: SELLING OR PROVIDING MEMBERSHIP LISTS

Preamble:

Requests for the CPM membership list or mailing labels are received from a variety of sources. The purpose of seeking the membership information may be for commercial or research use or from educational or other facilities for the purpose of distributing general information of interest to the membership.

Policy:

According *The Freedom of Information and the Protection of Privacy and Consequential Amendments Act*, public bodies have an obligation to protect personal information by “making reasonable security arrangements against such risks as unauthorized access, use, disclosure or destruction” (clause 41, Protection of Personal Information). In clause 42(1), it states that “A public body shall not use or disclose personal information except as authorized under this Division.”

Procedure:

Requests from any source seeking the membership list or mailing labels with registrant’s home address will be rejected as a matter of policy, by the Registrar.

The Facility List, however, contains information which is available publicly. The Facility List will be provided to anyone who requests it. A reasonable fee to cover costs and staff time will be charged.

Legislative Reference:

The Physiotherapists Act 62 - Confidentiality of Information

“*The Freedom of Information and the Protection of Privacy and Consequential Amendments Act*” Division 3, Sections: 42(1) to 48.