



Privacy Policy

P.I.P.E.D.A. Compliance

Both the Canadian Council of Cardiovascular Nurses (CCCN) and its management company, David Miriguay Consulting Services Ltd. (DMCS), respect your privacy. We also strive to protect the confidentiality of any personal information you may give us. We'd like you to know (a) the circumstances under which we collect information, (b) the kind of information we collect, and (c) how we may use that information.

Collection: The CCCN collects personal information about the member. Depending on the category of membership, CCCN may collect some or all of the following information:

- Name, addresses, telephone and fax numbers, email address, category of membership, accreditations, and professional membership(s). This allows the CCCN to manage our records, send out membership renewal information and process payments.
- Volunteer and work history, and any other information you may voluntarily provide on your CV for purposes of press releases, the CCCN on-line job-search and potential director databases, and the generic on-line membership database.

You may provide us with information on-line, in a telephone conversation, or through a completed printed form. The information you provide will be securely stored either on a computer or as part of a hard-copy filing system.

1. On the Internet

We don't use cookies (small, encrypted text files that contain information about you) to track your usage of our site, although we do use cookies if you enter the members only area of the website to keep you logged in. Cookies so used are deleted when you navigate away from the site or close your browser.

In the case of event and student/course registration, we will collect only such information as is required to (a) ensure that your confirmation is sent to you at the address of your choosing, (b) that your student records are maintained properly, and (c) that your payment is processed correctly. Credit card information provided on-line would be processed over a secure link with our credit card provider.

As part of the event registration process, we will ask you if you want your information to be in the on-site event program. You would be free to opt in or out. If you opted in, we would maintain your contact information in a database solely used for that purpose. This database

would not be shared, given, sold or rented to any other party under any circumstances. It would reside on our computer, and may only be accessed by an AMCES employee who has (a) been authorized to do so and (b) has a password issued by our IT department.

Upon annual renewal, we will ask you if you wish your contact information to be in the CCCN Membership Directory and searchable on-line database. Again, you would be free to opt in or out.

2. By phone, mail or in person

Personal data is collected only by our membership, education or special events departments, and is maintained on a secure server. This information would be used only to facilitate event registration and administration. No data collected would be sold, rented, or given to third parties.

All payments would be processed either through our credit/debit card machine (our accounting department would retain copies only for bank verification/reconciliation) or (for cheques/money orders/cash) deposited directly to bank. Once again, they would be processed securely, and the account information would only be entered into a secure computer or manual database.

Currency of data collected

CCCN, or its management company, DMCS, may contact you requesting updates of data. This will normally be by regular mail or an e-mail directing you to the appropriate website. We do not use third parties to collect this data on our behalf, and you will never be directed to a third-party website for this purpose. If you receive any communication the authenticity of which is doubtful, please contact the CCCN Office immediately.

Privacy Officer

CCCN has a privacy officer who may be contacted for any concerns, clarifications or possible abuse of the privacy policy. Please direct your communications to:

Chief Privacy Officer,
Canadian Council of Cardiovascular Nurses
77 Berrigan Drive
Ottawa, ON Canada K2J 4V6

Phone: 613-406-3548

E-mail: david@cccn.ca