



# British Columbia Association of School Psychologists

## Privacy Policy

The British Columbia Association of School Psychologists (BCASP) is a professional organization that certifies school psychologists who meet eligibility criteria.

BCASP is committed to maintaining high standards of confidentiality with respect to the Personal Information provided to us. This Policy Statement has been prepared to affirm our practice concerning the collection, use and disclosure of Personal Information about certified members provided to BCASP.

For the purposes of this Policy, "Member" refers to school psychologists who are certified by BCASP.

Members with questions about (i) access to Personal Information; (ii) our collection, use, management, or disclosure of Personal Information; or (iii) this Policy, please contact the Membership Secretary/Privacy Officer (Stacey Kemp) at [membership@bcasp.ca](mailto:membership@bcasp.ca), 103-522 Edmonton Ave, Penticton, BC V2A 2H2, 250-770-0634

### **What is Personal Information?**

We consider "Personal Information" to mean any information, recorded in any form, about an identified individual or an individual whose identity may be inferred or determined from such information, other than information provided by Members for publication in the Directory.

### **How is Information Collected and Kept?**

At the time of application to BCASP, information is provided by the applicant about his or her name, mailing address, email address, and telephone number. The application file keeps pertinent documentation: university transcripts, professional qualifications, proof of citizenship, employment status, criminal record check, references, and Praxis-II examination results. This file is kept in the possession of the BCASP executive in safe and secure storage. None of this information is given to any third party without the express written consent of the Member.

The BCASP website contains a searchable directory providing certified Members' first and last names and employer (school district or agency). Purely demographic information (e.g., age, gender) is not published and is considered "Personal Information". Members have access to the Members area and may make changes to their profiles as needed. BCASP's Director of Communications has access to the personal information in the directory. Should a Member wish to have his or her name removed from the directory, he or she may make the request to the Director of Communications at [newsletter@bcasp.ca](mailto:newsletter@bcasp.ca)

BCASP's Secretary-Treasurer maintains a spreadsheet of Members' contact information, certification numbers, and membership status. Should a Member have a question this information, he or she may contact [secretary@bcasp.ca](mailto:secretary@bcasp.ca)

BCASP Members have a reasonable right of access and review of non-published Personal Information held by BCASP, in the form of a file copy. A copy of the Member's file may be received by written request to the BCASP Membership Secretary. The Member is not required to provide a reason for this request. When such a request is received, the Member will be provided a timeline for the receipt of the file copy. BCASP executives have access to files approximately four times per year, thus copies of Members' files will be limited to four times per year. A nominal fee to recover actual costs will be necessary.

### **Third Party Links**

Occasionally, at our discretion, we may include or offer third party products or services on our website. These third party sites have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked sites. We seek to protect the integrity of our site and welcome any feedback about these sites.

### **Changes to our Privacy Policy**

Changes to our Privacy Policy will be posted on this page.

This policy was modified on May 6, 2014.