



PROTECTION OF YOUR PERSONAL INFORMATION

The Provincial Personal Information Protection Act (PIPA) and the Federal Personal Information Protection and Electronics Documents Act (PIPEDA) mandate that the consent of *PEAK'S* clients and students must be received prior to the collection, use, and disclosure of their personal information. Personal information is broadly defined as information about an identifiable individual in both paper and electronic form. This personal information *PEAK* collects and discloses includes: name, contact information and exam results/certification status.

These Acts require that the purpose of the collection, use, and disclosure of our clients' personal information must be made clear to our clients and students and agreed to ahead of time. *PEAK* collects and discloses your information for the purposes of record-keeping, and for communication with you, your current employer, and relevant certifying bodies (e.g. the NSP). We will not make your information available to any 3rd parties without your written permission.

Your privacy is one of *PEAK'S* fundamental priorities. *PEAK'S* is committed to keeping confidential all information that we collect regarding our students and clients. As a result, we have implemented a number of policies and procedures which require that our staff adhere to the regulations of both PIPA and PIPEDA.

PEAK'S Personal Information Protection Policy is available in written form from *PEAK* should you wish a more comprehensive explanation; please do not hesitate to request a copy.