



Privacy Declaration for Councillors

Name (Please print first name first): _____

- I declare that to the best of my ability I will ensure the privacy and confidentiality of all information distributed or discussed by the APEGM Council or any sub-committees created from the APEGM Council and will retain this information and any physical or electronic copies thereof in accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA). The information includes but is not limited to: applicant* academic information, work history, progress reports, supervisor reports, references, personal history, discipline or investigative history and any and all personal information including but not limited to home address, home phone number, age or marital status. I recognize that should it be necessary to make enquiries with the applicant or other parties named within the applicant's documentation this should be done for the purposes of facilitating the application process only and shall be done with the written consent of the applicant. I also recognize that some of the information contained in the applicant's file are supervisor reports, professional member reports, references, reviewer notes and staff notes and reports of a similar nature and these cannot be revealed to the applicant (or any persons or organizations outside of the APEGM committees or Council or Staff) without the consent of the author(s) of that information.
- When, for the purposes of facilitating the application process, it is necessary to discuss information about an applicant with a party outside an APEGM committee or subcommittee, I will have the party sign a Privacy declaration (provided by APEGM) prior to showing or discussing the application with that party. For the purposes of discussing that application only, that party will be considered a member of a temporary subcommittee.
- I declare that once I cease to be a member of this council I will return all applicant information including physical or electronic material to APEGM. I will also destroy, in accordance with PIPEDA, any and all **copies** of any applicant personal information which I have created in order to facilitate the processing of the applicant's file. I will also return all APEGM procedure manuals to APEGM.

Signed: _____

Dated: _____

(See Over)



Use of Personal Information for Council Business

For the purposes of fulfilling APEGM's mandate it is necessary for you to share contact information including email address with other members of the APEGM council, APEGM Committees or Sub-Committees. Therefore, if you **do not wish** to be contacted using your home address or other personal information you must **select the box** and **sign** and **date** below.

If you **do not agree** to have personal contact information released to other members of the APEGM Council, only **company information** will be released. It is your responsibility to ensure that the address information is kept current.

I **do not agree** to have personal contact information released to other members of the APEGM Council, APEGM Committees or Sub-Committees.

If you **do not agree** to have personal contact information released to other members of the APEGM Council, only **company information** will be released. It is your responsibility to ensure that the address information is kept current.

Signed: _____

Dated: _____

*Applicant for the purpose of this declaration refers to any individual whose personal information is being reviewed by Council.

Please see www.apegm.mb.ca for our Privacy Policy.

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