

CPD Policy 1.4.1

PROTECTION OF PRIVACY

Approved by: CPD Office in collaboration with Western University Secretariat

Date of Original Approval: April 2019

Date of Last Approved:

Date of Next Scheduled Review: 2026

I. PURPOSE

To outline the policy in place to protect the privacy of individuals whose information is being collected by CPD.

II. STATEMENT

Western University respects your privacy. The personal information collected on this form is collected pursuant to the University of Western Ontario Act, 1982, as amended. It is collected for the following purposes:

- Administering registration for academic programs and other university-related learning activities;
- Providing registrants with registration confirmation, follow-up information about the program/learning activity, and information about future learning opportunities;
- Maintaining registration information and attendance records so that registrants may access details about their profiles and for use by Western to record and disclose study credits and certificates of attendance;
- Conducting research for program planning and evaluation; and
- Safety, administering awards, and reporting to government.

Western is committed to the protection of all personal information collected and used in the operation and management of its activities. All personal information provided to Western University will be protected in accordance with applicable privacy legislation, including the Freedom of Information and Protection of Privacy Act.

You may ask us to have your information corrected or removed from our database at any time by contacting Continuing Professional Development at:

Continuing Professional Development
Health Sciences Addition, room H131
London, Ontario, Canada, N6A 5C1
Tel: 519.661.2111 x.81577
cpd@schulich.uwo.ca

Please direct questions related to this policy or how the personal information collected on this form will be used to the Manager, Continuing Professional Development at (519) 661-2111, extension 82936.