
Use of Personal Information

Effective October 23, 2003, British Columbia implemented the *Personal Information Protection Act* (PIPA)¹. The purpose of PIPA is to govern the collection, use, and disclosure of personal information by organizations in a manner that recognizes both the right of individuals to protect their personal information and the need of organizations to collect, use, or disclose personal information for appropriate purposes.

This is to notify you that during the licensing process, and upon becoming a licensed worker with the Christian and Missionary Alliance in Canada, the Canadian Pacific District (CPD) Office, in compliance with PIPA and the CPD Privacy Policy², will collect and use your personal and employee information. This includes maintaining your personnel file and keeping records for the following purposes:

- Licensing and ordination
- Job placement and management of your employment relationship
- Communication
- Access to myCPD (the CPD resource website)

If you would like to access your file or request corrections to it, or you would like to make any other inquiries regarding the use, collection, disclosure, or retention of your personal information, you may do so in writing to the Privacy Officer at cpdoffice@pacificdistrict.ca.

We ask that you sign this document acknowledging your awareness of the use of your personal information, keep a copy for your record, and return the original to the CPD Office.

Name

Signature

Date

¹ http://www.bclaws.ca/Recon/document/ID/freeside/00_03063_01

² <http://pacificdistrict.ca/cpd-privacy-policy/>