

Your Privacy Is Important to Us

Why the College of Dental Hygienists of Nova Scotia Collects Personal Information

The CDHNS considers your privacy to be of utmost importance and is committed to maintaining the privacy of its registrants.

1. The CDHNS is required to obtain information about its registrants to comply with legal requirements. The Dental Hygienists Act, Regulations, and By-Laws require that the CDHNS Register contain the following information with respect to any person whose name is entered in the Register:

- a) name;
- b) address;
- c) qualifications;
- d) date of birth;
- e) name and location of program completed by the registrant;
- f) date of entry in the Register;
- g) employment information;
- h) practice hours;
- i) licences in other jurisdictions;
- j) professional development;
- k) other qualifications and authorizations; and
- l) registration number.

In addition to the information entered in the Register, the CDHNS also maintains the status of each registrant's licence, including any conditions and/or restrictions.

2. According to section 20 of the *Dental Hygienists Act*, the CDHNS must make the following information from the Register available to any person upon request:

- i. names of registrants holding a practising licence (including provisional);
- ii. any conditions or restrictions on a registrant practising's licence, if the Registrar determines it is in the public interest to have such conditions or restrictions available to the public; and
- iii. any licensing sanctions imposed on a member that are not otherwise subject to a publication ban.

Therefore, the CDHNS provides the above information within (i) – (ii) to the public at their request.

3. The Dental Hygienists Regulations require individuals to provide the CDHNS with additional personal and demographic information for the purpose of registration, licensing, and renewal. Unless listed under paragraph 2 above, the CDHNS is not obligated by legislation to make this additional information accessible to the public. The CDHNS keeps this information in the strictest confidence and does not make it available to the public, except for the purposes set out under the heading "Use of Your Information by the CDHNS".

If is the registrant's professional responsibility to ensure that all information provided to the CDHNS, including personal contact information and employer contact information (if applicable), is current and accurate at all time.

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Use of Your Information by the CDHNS

1. Mandatory Uses

The CDHNS may use information provided by CDHNS registrants for the following purposes:

- a) to manage and conduct the business and affairs of the College in accordance with the, Dental Hygienists Act, the Regulations and CDHNS By-laws and policies;
- b) to provide the services requested by you;
- c) to supply registrants' information to the Canadian Dental Hygienists Association ("CDHA") so membership fees paid to the CDHNS can be forwarded to the CDHA and/or so that professional liability insurance policies held with the CDHA can be updated;
- d) to release registrants' information for purposes of a letter of good standing (verification or registration) to another regulatory authority;
- e) to release registrants' information that is necessary to satisfy any law, regulation or request from the Minister, or Government agency representing the Minister;
- f) to publish the following registrant, including former registrant, information on the CDHNS' website and/or other electronic means in order that the public, employers and other health care providers can confirm the registration and licensing status of dental hygienists:
 - i. name;
 - ii. registration number;
 - iii. initial registration date;
 - iv. licence status;
 - v. licence authorizations;
 - vi. licence expiry date;
 - vii. licence and practice restrictions;
 - viii. disciplinary details.
- g) to release registrants' information that is necessary for participation as a recognized provider of dental hygiene services under government funded dental health programs (e.g., release of member information to Blue Cross, etc. re: benefits and other dental health programs);
- h) to release registrants' information to the Government of Nova Scotia for the purpose of establishing dental hygiene workforce records within the government directory, a comprehensive health workforce planning tool and a source of identifying unique providers;
- i) to release registrants' information for purposes of provincial and federal human resources surveys; and
- j) to publish registrants' information as required by an order of any Committee in accordance with the Act, the Regulation and/or the Bylaws.

2. Optional Uses

The CDHNS may also use information provided by CDHNS registrants for the following purposes:

- a) to provide registrants' names and addresses to the Dalhousie University, Faculty of Dentistry, Continuing Education Department so registrants receive notices for continuing education programs and courses;
- b) to, at times, provide the release of registrants' names, addresses, email addresses, and phone numbers for Council-approved research purposes;

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- c) to, at times, provide registrants' names, addresses, email addresses and phone numbers to a class alumni association or class president for the purpose of facilitating the organization of a class reunion; and
- d) to, at times, provide registrants' mailing labels, for one time use only, to providers of relevant continuing education programs or other such purposes as determined by the Council.

The CDHNS will use registrants' personal information in the ways described in 2 "Optional Uses" unless prohibited by law or you advise us otherwise.

Contacting the CDHNS

You can let us know if you do not want us to use information about you as set out in 2 "Optional Uses" by contacting the CDHNS at the address set out below.

By Mail: 11-2625 Joseph Howe Drive, Halifax NS B3L 4G4

By Fax: (902) 444-7242

By Email: info@cdhns.ca

The CDHNS will be happy to provide registrants with access to their own personal information as held in the College Register and/or record. Upon written request, we will make all appropriate corrections and updates to registrant information.

Approved by the CDHNS Council Dec 30, 2021