

## Ontario Society of Occupational Therapists Privacy Policy

The Ontario Society of Occupational Therapists (OSOT) is committed to protecting the privacy of our members. This privacy policy governs the use of all information collected by OSOT including data collected on the OSOT website [www.osot.on.ca](http://www.osot.on.ca). OSOT will comply with Canadian legislation of standards for the collection, use and disclosure of information pertaining to any member.

Information that you provide to OSOT at the time of membership application or renewal, such as your name, address etc., allows OSOT to deliver our services and to inform you about events and activities and to notify you of issues, or special offices which may be of interest to you. By becoming a member or by requesting information or registration for events or conferences offered by OSOT, you are giving OSOT permission to contact you by way of the information you provide.

Your personal information may also be used to compile statistical data with regards to occupational therapy in Ontario. These statistics do not include any information that will identify you personally or your contact information.

### Third Party Release

1. Relevant registration information is released to providers of OSOT
2. At the time of membership application and renewal members are provided with the opportunity OSOT to consent to the release of personal contact information (name, employer, preferred mailing address) to third parties for any or all of the purposes of receiving recruitment/job advertising, product/workshops/conference advertising and research/surveys related to OT.

Third party purchasers must apply for access to member lists and copy of the mailing piece must be provided in advance to OSOT for approval. Sale of the mailing list does not constitute OSOT's endorsement or support of any particular company, product or service. All purchasers are required to sign an agreement stating the limitations and restrictions that the information is provided for a one-time use only and the purchaser may not re-use the information.

3. OSOT members can also consent to the release of their name and business contact information to OSOT members and members of the public for any or all of the following purposes client referrals/consulting, legal referrals, professional networking and education/public relations.

## OSOT Website

Cookie technology is used on the OSOT website ([www.osot.on.ca](http://www.osot.on.ca)). A cookie is a piece of data that a website can send to your browser, which may then store the cookie on your hard drive. The cookie stores information that a site may need to gather website statistical data, cookies do not capture your individual mailing address or any private information about you. It does store;

- Data and time of visit
- The method used to link to our website i.e. google, etc.
- The length of your visit to our site
- Internet domain of your service provider i.e. company.com, services.ca
- The IP address of the computer accessing the website
- The type of browser i.e. Netscape, Explorer etc
- Type of operating system used, such as Macintosh, Windows etc

This information is used for statistical purposes only to aid OSOT to design and tailor our site to meet the needs of our members and visitors.

## Online Payments and Site Security

OSOT's online registration and payments are managed over secure websites and are protected by security certificates.

Our online payments are processed by Global Payments (formally known as VeriSign) – an industry leader in this technology. All credit card information is encrypted and is not visible to OSOT staff. OSOT staff members are extremely careful with all financial information received in the office. Strict policies and procedures protect your personal and financial information at all times.

## OSOT Website Links

This policy discloses the privacy practices of OSOT however, our site does contain links to other websites, once a member/visitor uses one of these links to visit another site the member/visitor is subject to the privacy policies of the new site visited.

***For more information or to express any concern, please contact***

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