



Employee Wellness Solutions Network™ Privacy Policy

Our Policy Respecting YOUR Privacy and the Protection of Personal Information

Purpose

Employee Wellness Solutions Network recognizes that its clients value the privacy of their personal information. Our commitment to protecting the privacy and confidentiality of your personal information is addressed in this privacy policy. Our policy complies with the requirements of the Personal Information Protection and Electronic Documents Act.

Accountability

All personal information held or collected by Employee Wellness Solutions Network is protected under the Privacy Act. This means that at any point of collection you will be asked for consent to collect your information, and you will be informed of the purpose for which it is being collected. You will also be advised how you can exercise your right of access to that information.

Employee Wellness Solutions Network has appointed a Privacy Officer to ensure our staff's compliance with this Privacy Policy.

Personal Information

Employee Wellness Solutions Network is committed to helping each wellness program member achieve his or her personal wellness goals safely and effectively. Employee Wellness Solutions Network collects personal information from each member during the registration process to ensure member safety.

Personal information about our wellness program members is collected during the in-person consultations, online assessments, fitness assessment data collection form, PAR-Q (Physical Activity Readiness Questionnaire), medical release form, and the Personal Wellness Profile [PWP]. Members provide this information voluntarily as a condition of participating in the wellness program. All such information is confidential and Employee Wellness Solutions Network licensees, consultants and staff are instructed that this information will not be divulged to anyone. Personal information collected during in-person consultations, online assessments, fitness assessment data collection form, medical release form, and PAR-Q are accessible only by the wellness consultants.

Individual's personal information, consultation notes, PAR-Q's and other forms are stored in the members' files in a locked filing cabinet. This cabinet is locked at all times, except when opened by the wellness consultant. The cabinet is re-locked after each access.

Employee Wellness Solutions Network also collects personal information including name, email address, work and home phone numbers to identify you as an individual and to ensure efficient follow-up in the case of an emergency. This information is stored in a locked filing cabinet in each client's personal file.

We will not use or disclose your personal information for any purposes other than those for which it was collected, except with your consent or as required.

Consent

Your knowledge and consent is required for the collection and use of your personal information. When you become a wellness program member you consent to the use of your personal information for the purposes listed above. You may at any time refuse or withdraw your consent, however, you may not be able to participate in the wellness program.

Employee Wellness Solutions Network may also collect information regarding the frequency of your visits to consultations and participation in other programs to assist in justifying the value of the program. Employee Wellness Solutions Network may also use this information to follow-up on clients who have stopped using the program to find out why and provide support as requested.

Accuracy

Employee Wellness Solutions Network will take steps to help ensure that your personal information remains as accurate, complete and up-to-date as is reasonably necessary for the intended purposes. Annually Employee Wellness Solutions Network will request that each wellness program client completes a PAR-Q form and Personal Wellness Profile [PWP].

Safeguards

Each of our licensees, consultants and staff is responsible for storing your personal information to which they have access in a secure place. We keep our licensees, consultants and staff informed about our policies and procedures for protecting personal information.

Changes to Our Privacy Policy

From time to time, it may be necessary for Employee Wellness Solutions Network to change this Policy. We will notify all our members by email to changes in our policy.

Inquiries

All inquiries or complaints regarding our privacy policy should be directed in writing by mail, fax or email to Employee Wellness Solutions Network's Privacy Officer. All inquiries will be responded to within thirty (30) days from the date at which our Privacy Officer has received the inquiry.

Privacy Officer:

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