



**Professional Engineers
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October 8, 2004

Dear PEO Staff & Volunteers,

As you know, all Canadian businesses are now required to comply with the privacy principles set out by the *Personal Information Protection and Electronic Documents Act* (PIPEDA).

PIPEDA is a new Federal law that protects personal information in the hands of organizations and provides guidelines for the collection, use and disclosure of that information in the course of business activities.

It is based on balancing an individual's right to the privacy of personal information with the need of organizations to collect, use or disclose personal information for legitimate business purposes. Many organizations, including PEO, have adopted privacy policies.

Our Privacy Policy is a statement of the principles and guidelines for the minimum required protection of personal information collected, used or disclosed by PEO Staff, Committees and Chapters. PEO collects personal information for the purpose of administering and enforcing the *Professional Engineers Act*. The objective of the policy is to ensure responsible and transparent practices in the management of personal information, in accordance with contemporary privacy expectations. PEO's Privacy Policy also provides guidance as to how it interprets its ability to disclose information "as may be required in connection with the administration" of the legislation as set out in section 38 of the *Professional Engineers Act*.

As Chief Privacy Officer, my role is to be accountable for the implementation and compliance of the Policy. As such, should you have any questions, concerns or comments at any time relating to our policy, please feel free to contact me directly.

Regards,

A handwritten signature in black ink, appearing to read "K Allen", written in a cursive style.

Kim Allen, P.Eng.
CEO/Registrar