



College of Paramedics of Manitoba		
Policy Name: Use and Protection of Registrant Information	Policy Number: EE-8	Total # of Pages: 2
Approval Signature: <i>Original Signed by J. Wade</i>	Section: Executive Expectations	
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1.0 **PURPOSE**

To outline the Council’s expectations of and risk boundaries for the Executive Director/Registrar regarding the management of registrant information.

2.0 **DEFINITIONS**

The “Act” means *The Regulated Health Professions Act of Manitoba*.

3.0 **POLICY**

Information about registrants and applicants for registration is collected, used, stored, retained and destroyed in accordance with the Act and Regulations, College bylaws and Council and Administrative policies.

Accordingly, the Executive Director/Registrar shall adhere to the following:

- 3.1 All information that is required to be maintained in the Register and made available to the public in accordance with the Act shall be governed by the Act. All other information shall be governed by this policy. The applicable sections of the Act as of the date of this policy are appended hereto for information.
- 3.2 The purpose for disclosure of ANY registrant information must be aligned with the College’s vision, mission, values and strategic priorities.
- 3.3 Personal information about individual registrants, which permits identification of the registrants, shall not be released by the College to third parties. (In rare cases, should the College need to release registrant identifiable information to a third party; such information will not be released without written approval by the registrant(s)).
- 3.4 Anonymous registrant data may be released for purposes of linking with other data bases with organizations under contract or formal affiliation with the College only under the following conditions:
 - a. The methods of data use, disclosure, linkage and retention comply with the Act, and Regulations, College bylaws and Council and Administrative policies;
 - b. The contract/affiliation is with a credible, trustworthy, and reputable organization that is supportive of the purpose of data linkage(s);
 - c. College data services are provided on a cost recovery basis;



- d. A written agreement is approved by the Executive Director/Registrar;
- 3.5 In the case of a research request for registrant data or access to registrants, the study must demonstrate evidence of appropriate ethics and scientific review/control. Where appropriate, all registrants will be informed of opportunities to participate in a research project and will be forwarded the contact information for the relevant research project.