

EWI WORKS INTERNATIONAL INC. PRIVACY POLICY & PROCEDURES

EWI Works understands the sensitivity of the personal information that is collected when conducting ergonomic assessments and audits. EWI has established the following policies and procedures regarding the type of data collected, means of collection, use, distribution and storage of the personal information that is gathered from individuals in order to implement ergonomic interventions for the organizations that they work for. The procedures also outline how requests for personal information by the individual are handled as well as who should be contacted regarding any requests, complaints or corrections to the personal information.

Accountability

EWI Works is responsible for the personal information under our control and have designated a Privacy Information Officer to handle policy development, compliance, complaint procedures and requests for access to personal information as outlined in the following sections.

Any persons wishing to contact the Privacy Information Officer may do so by the following:

Phone: (780) 436-0024 Fax: (780) 436-0092 Email: info@ewiworks.com

Address: PO Box 82002
 2037-111 Street
 Edmonton, Alberta T6J 7E6

Type of Personal Information Collected

Personal information can include the following:

1. demographic information;
2. personal health information;
3. information regarding the individual's work tasks and/or workstation set up.

Means of Data Collection

Before collecting personal data on any persons, express written consent must be granted by the individual. EWI Works has developed a written consent form outlining the type of information that will be collected, the means of data collection, its use and who will have access to that information. EWI Works consultants have been instructed to request the signature by the individual before any data is collected. EWI Works consultants are also aware that an individual has a right to refuse consent.

The means for gathering an individual's personal information may be in the form of a questionnaire, video, still digital images, and personal interviews.

The Security of Personal Information

Use

The personal information that is collected on an individual by EWI Works is strictly for the purpose of conducting an ergonomic assessment or audit to assist an organization in improving workplace safety and aid in the implementation of an ergonomics intervention program.



Distribution

Sharing of Information:

Once data, including personal information, has been collected and produced in a report form, the personal information of individuals may be shared with the following: a) occupational health and safety manager, b) human resources manager, and c) organization's occupational health nurse.

Employees of EWI Works may have access to personal information of an individual in order to assist in completing an ergonomic project. All employees of EWI Works have signed an Employee Agreement ensuring that any personal information they have access to in order to complete a project while working for EWI Works is to remain confidential and the disclosure of an individual's personal information is prohibited.

If it is necessary to share personal information of an individual with any persons outside of those above mentioned, EWI Works will not do so without the express written consent of the individual in question.

Methods:

The methods of distribution include sending a PDF version of the report to the individual's organization. PDF files are used to ensure that files cannot be modified. A hard copy is also sent to the organization.

After a document has been sent, an EWI Works staff member will follow up with the persons to whom the report has been sent to in order to ensure that they have received the document.

Storage

All ergonomic reports containing the personal information of individuals are kept on file at the main office of EWI Works in both electronic and hard copy format. Electronic copies are stored on disks once projects are completed and hard copies of the reports are stored in filing cabinets. The office of EWI Works is highly secured. The door and windows have security bars and the office is equipped with a security alarm. In addition to being armed nightly, the door is securely locked and padlocked. There are only three staff members of EWI Works who have security access to the building.

All digital photos and video film are also stored at the main office.

Destruction of collected data

Once data notes have been entered into the reports or databases, hand written notes are destroyed through shredding.

The length of time that personal information is kept in the records of EWI Works is 7 years, after which the documents are destroyed through shredding.

Requests for Access to Personal Information

Individuals have a right to ask for access to personal information as well as how this personal information is used, who it will be distributed to and under what situations the information is or has been disclosed. In addition, individuals may ask EWI Works to correct any personal information that may contain errors or omissions.

As outlined in the section “The Security of Personal Information,” EWI Works ensures that personal information is not distributed to anyone other than the organization to which the individual works for and EWI Works staff involved in the project. To request access to personal information, EWI Works asks that the individual send a letter in writing with copies of proper identification outlining the request to the following address:

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Edmonton, Alberta T6J 7E6