



Last updated: September 14, 2016

## **The WCB's Commitment to Privacy**

The WCB is committed to protecting your privacy, in accordance with the *Freedom of Information and Privacy (FOIPP) Act*. We have safeguards in place to maintain the confidentiality, security, privacy and accuracy of the personal information we handle.

As the administrator of Prince Edward Island's workplace safety and compensation system, the WCB is entrusted with our client's sensitive and personal information. The WCB only collects, uses, accesses and discloses information needed to manage compensation claims, pay benefits, assist injured workers to recover and return to work, administer employer accounts and promote workplace safety.

### **Privacy on the WCB Website**

The WCB recognizes the privacy concerns of visitors to our web site and the importance of protecting the privacy of any personal information collected about our visitors. As a general policy, the WCB does not automatically collect any personal information (such as name, address or email address) from visitors to our site. The WCB may collect non-personal information that may be used to enhance the effectiveness of our web pages. We may also use non-personal information to determine the total number of visitors to our web site.

#### ***Collection of personal information on the website***

The WCB will only collect personal information about visitors to our site when visitors knowingly and voluntarily submit the information. The WCB will notify you when we are collecting personal information and will let you know the purpose for which the information is collected, the legal authority for the collection and contact information for an officer or employee who can answer your questions about the collection. We will only use personal information for the purposes that were disclosed at the time of collection as the purpose for the collection or for a use consistent with those purposes. The WCB will not disclose personal information to third parties except as required or authorized under the *FOIPP Act*.

The WCB may use the information collected to respond to specific requests. We may also use it in aggregate form without personal identifiers to make our site better and more responsive to the needs of visitors. This statistical compilation may be used by the WCB or be provided to others for the Board's marketing, advertising or research purposes. The WCB complies with privacy laws by maintaining safeguards to ensure the security, integrity and privacy of use information.

### ***Website security***

The WCB is not responsible for the use or misuse of information while it is in transit from your Internet server to ours. Any information submitted through email is not encrypted and may not be secure while it is in transit to the WCB. If you have any questions about the security of the transmission and storage of information from your server/system to ours, you should contact your Internet service provider.

If you are concerned about sending personal or business related information to us through our site, you can use another method such as fax or mail.

### **For More Information**

If you have questions about how the WCB protects privacy, please contact:

WCB FOIPP Coordinator  
accessandprivacy@wcb.pe.ca  
14 Weymouth St  
Charlottetown, PE C1A 7L7  
902-368-5562

If you have questions about the WCB's website security, please contact  
wcbeservices@wcb.pe.ca

This privacy and security statement is reviewed periodically and may be subject to change.