

# **Personal Information Policy**

The Canadian Interagency Forest Fire Centre (CIFFC) maintains the principles of integrity and trust with respect to the privacy of personal information. As part of this commitment, CIFFC will protect the privacy of personal information provided by Air Carriers, their staff and pilots who choose to submit such information through the Webair Canada website.

## **Collection and use of personal information.**

CIFFC collects personal information from Air Carriers and their employees through the Webair Canada website for the following purposes:

- To allow CIFFC member agencies to determine if a pilot has demonstrated certain required proficiencies and competencies.
- To allow CIFFC member agencies to determine helicopter availability.
- To assist CIFFC member agencies in the decision making process for hiring aircraft.

## **Types of personal information collected**

The type of personal information collected in Webair Canada includes but may not be limited to the following:

- Air Carrier employees contact name(s), company address, telephone & fax numbers and e-mail address
- Pilot's names and contact information
- Pilot licence information, endorsements
- Pilot training and experience records
- Past employment record of individual pilots
- Individual pilot competencies

## **When do we disclose personal information?**

CIFFC does not disclose personal information to a third party. Personal information is accessed by CIFFC member agency staff for the purposes mentioned above in collection and use of personal information. The information is used only for the purposes for which it was disclosed.

## **Accuracy and retention**

CIFFC strives to ensure that any personal information collected is as accurate, current and complete as necessary to suit the purposes for which the CIFFC member agencies use the data.

## **Access and security**

CIFFC endeavours to maintain adequate physical, procedural and technical security for the web site. Access to secure sections of the web site will be granted only after issuing unique user and password information provided by CIFFC. Users are required not to divulge this information. CIFFC reserves the right to remove access privileges to secure sections of the web site without notice and at its' sole discretion in order to protect the integrity of the web site and the personal information therein.

## **Your privacy rights**

By submitting or communicating personal information to CIFFC, you agree to the collection and use of such information by CIFFC and its' member agencies as outlined in this Policy. You may refuse to provide personal information to us or withdraw your consent at any time.

## **Air Carrier responsibility**

Air Carriers submitting personal information on behalf of a staff member or pilot shall have the individual's permission to do so. Air Carriers shall delete personal information from the Webair Canada website for individuals no longer in their employ.

## **Amendment of this privacy notice**

Please review this Notice periodically, especially before providing any personal information. CIFFC will, from time to time, revise its' privacy practice and this Privacy Notice. Any amendment of this Notice will be posted on this site.

If you have any questions or concerns about our policy practices, please contact us at [ciffc@ciffc.ca](mailto:ciffc@ciffc.ca)