![CPSA - College of Physicians & Surgeons of Alberta]

Privacy Directive
Team member arrival/departure

1. PURPOSE
This Privacy Directive outlines necessary measures to support CPSA compliance surrounding access control in terms of physical and technical infrastructure maintained by CPSA team members. Processes within this directive also support various administrative activities associated with the arrival and departure of CPSA team members.

2. DEFINITIONS
Definitions of terms used in this directive are in section 2 of the *Privacy and Confidential Information Policy*.

3. GENERAL REQUIREMENTS
a. Upon issuing an offer of employment, CPSA's People & Culture team are to initiate an arrival process by identifying team member needs on CPSA's Arrival/Departure Checklist.

b. The checklist is to be sent to applicable CPSA departments for action. Upon granting the team member access, providing a technology device and/or setting them up within a CPSA system, the respective IM team member is to use the checklist to identify necessary asset numbers and then sign off that the action is complete.

c. The completed checklist is to remain in the team member's employee file.

d. The team member and Leadership Team member are responsible for tracking and maintaining any changes to the access control items or systems listed in the team member's Arrival/Departure Checklist.

e. Upon notice of termination, CPSA's People & Culture team reroutes the checklist to applicable departments. Responsible departments sign off that the previously identified access control items are returned and/or deactivated.

f. The Privacy Officer is to report compliance with this policy to senior management at least once annually, and as needed to respond to any incidents involving confidential information handling.

4. COMPLIANCE
Failure to comply with this policy is cause for disciplinary action up to and including termination of employment or business relationship, and where applicable, legal or other action.

Questions or concerns about CPSA's handling of confidential information can be directed to CPSA's Privacy Team.

5. REFERENCES
This directive falls under the *Privacy and Confidential Information Policy*.

Related Policies
- *Artificial Intelligence*
- *File Retention*
- *Internet Access & Use*
- *Prevention and Detection of Theft and Fraud*
- *Records and Information Management*
- *Software Standards*
- *Team Member Code of Ethics*

Privacy Directives
- *Acceptable Uses of Networks and Electronic Devices*
- *Access to Personal Information*
- *Privacy and Information Management Training*
- *Protecting Confidential Information*
- *Protecting Information when Contracting for Services*

Privacy How-to Sheets
- *Auto-Complete Settings in Outlook*
- *Locking & Securing Computers*
- *Privacy Breach Response*
- *Recording Audio or Videoconferences*
- *Redacting Information from Documents*
- *Responding to Access Requests-HPA*
- *Responding to Access Requests-PIPA*
- *Secure Printing*
- *Sharing Confidential Information Electronically*

IT How-to sheets
- *Set-up Remote Access*