

## Appendix 2

### Attached to and forming part of the Canadian Fuels Qualification Form

The *Personal Information Protection and Electronic Documents Act* (the "Act") requires that the Canadian Fuels Association ("Canadian Fuels") adopt the following procedures to protect all personal information collected in connection with drivers ("Drivers") employed by Common Carriers<sup>1</sup> and maintained in a database (the "Database") administered by Canadian Fuels.

- 1) The persons responsible for Canadian Fuels compliance with the Act are: Danatec Educational Services Ltd., 201, 11450 – 29 Street SE, Calgary, Alberta T2Z 3V5.
- 2) The Driver's employer is responsible for ensuring execution in hard copy form of the Canadian Fuels Qualification Form (the "Form") and Appendices 1 and 2 thereto, by Drivers. The executed Form shall be retained in the employer's file and the information contained therein shall be retained in the Database for a minimum period of 5 years and a maximum period of 10 years beyond the last Canadian Fuels Certification date, or the date of last reported incident (Western Division), whichever comes last.
- 3) Appendices 1 and 2 of the Form shall be executed at or before the time at which the Driver's personal information is collected in accordance with the Form.
- 4) The Driver's employer is responsible for notifying Canadian Fuels, in either written or electronic format that an executed Form is on file with the employer. In the absence of such notification, Canadian Fuels will not disclose any of the Driver's information from the Database.
- 5) All information collected and maintained in the Database is derived from executed Forms and includes (i) driver license number, (ii) driver's first and last name and middle initial, (iii) Canadian Fuels Driver's Certification Card number, (iv) Certification Card's expiry date, (v) name of employer at time of last Canadian Fuels certification, (vi) name and location of where driver was tested, and, in case of Western Division, (v) incident dates, type, location, points assessed, total points accrued and comments. All or any of a Driver's name, driver's license number, Canadian Fuels Certification Card Number, Canadian Fuels Certification Card expiry date, employer at the time of submission of the most recent Canadian Fuels Qualification Form, the name and location of where driver was tested, and the number of driving incident accrued points and details relating thereto, will, upon request by any of the parties identified in points 7 and 8 below, be divulged.
- 6) The Database shall be maintained electronically and shall, subject to the exceptions noted below, be accessible only by Canadian Fuels staff and contracted Database administrators (listed in point 10 below).
- 7) Each Canadian Fuels member company shall, by March 31 of each calendar year, provide Canadian Fuels with a list of approved Common Carriers that may submit information for inclusion in the Database and that may request Driver specific information from the Database.
- 8) The Common Carriers identified pursuant to point 7 above shall, by March 31 of each year, provide Canadian Fuels with a list of third parties that may request Canadian Fuels to provide information from the Database on behalf of the Common Carrier. (e.g. Professional Driver's Bureau).
- 9) Information shall only be released to the companies identified pursuant to points 7 and 8 above, Canadian Fuels staff and contracted Database administrators (listed in point 10 below) and the Driver to whom the information relates.
- 10) A request for information from the Database shall be made to Canadian Fuels at the address specified above, via e-mail at [drivercertification@danatec.com](mailto:drivercertification@danatec.com) or by telephone at (403) 723-5610 or toll-free 1-877-885-3366
- 11) Any person requesting information from the Database must provide the Driver's on-file Driver License number before any information will be released.
- 12) If a minimum period of 5 years, or a maximum period of 10 years, or the date of last reported incident (Western Division) whichever comes last, has elapsed since the last driver's Canadian Fuels Certification, all of the Driver's information shall be electronically deleted from the Database.
- 13) Any complaints regarding the Database must be in writing and addressed to the attention of Canadian Fuels at the address specified above. Responses shall be provided in writing within 60 days of receipt of the complaint.

I hereby acknowledge that I have read, understood and agree with Appendix 2.

\_\_\_\_\_  
(Signature of driver)

\_\_\_\_\_  
(Signature of witness)

\_\_\_\_\_  
(Print name of driver)

\_\_\_\_\_  
(Print name of witness)

\_\_\_\_\_  
(Date [yyyy-mm-dd])

<sup>1</sup> Defined as companies that transport refined or unrefined petroleum products in tank trucks, and contract with Canadian Fuels member companies to deliver those products to the member companies' customers.