



Oracle Supplier Registration Portal Privacy and Security Statement

The Oracle Supplier Registration Portal (the "Portal") is a new cloud-based business system that will modernize the way the WCB Nova Scotia does business, including its procurement processes. The Portal is administered by the Workers' Compensation Board of Nova Scotia ("WCB Nova Scotia") Procurement team. Creation of a user account in the Portal will allow suppliers to receive purchase orders, submit invoices, review payment status thereof and make updates to the supplier profile. This Privacy and Security Statement applies to the creation of a user account in the Portal.

Information We Collect

The following information is collected when a user account is created in the Oracle Supplier Registration Portal. It is your organization's responsibility to keep this information up to date within the Portal:

- organization name;
- contact name(s);
- address;
- email address;
- telephone number;
- tax identifiers;
- bank account details;
- payment method;
- business classification; and
- product and services.

How the Information is Used

The information is used to:

- identify users within the Portal;
- communicate about and manage the procurement competition process;
- contact users to verify contact information; and
- advise of system-related errors.

Collection, Use, and Disclosure of Personal Information

WCB Nova Scotia is committed to protecting personal information and the privacy rights of individuals in accordance with *The Freedom of Information and Protection of Privacy Act* (FOIPOP). There are two instances where personal information may be involved when a user account is created in the Portal: (1) if an individual is operating a sole proprietorship or is a partner in a partnership and uses their own personal contact information to create an account on behalf of their organization; or (2) if an employee of an organization registers on behalf of an organization using their own personal contact information to create an account. Examples include name, personal home address, email address, telephone number, fax number or information that is not publicly available.

Any personal contact information you supply to register as a user of the Portal on behalf of an organization is collected by the WCB Nova Scotia under the authority of FOIPOP and is necessary for the operation of the service. By registering as a user of the service, you consent to the collection, use, and disclosure of the information as may be required for the effective operation of the service. Contact information provided by users to register in the system on behalf of an organization is generally considered to be business information though it may be protected under FOIPOP if it is not publicly available.

Keeping Your Data Secure

Information collected is maintained in a secure environment, and safeguards are in place to protect it. The WCB Nova Scotia will not share your information with any other organizations for marketing or market research.

Cookies

During your use of the Oracle Supplier Registration Portal, we may distribute a small file to your browser, called a "cookie." Cookies are used to:

- measure how you use the website so it can be updated and improved based on user needs; and
- remember certain notifications you've already seen so that we don't show them to you again.

Cookies may collect:

- geolocation and details of which version of a web browser you use when accessing the Portal; and
- information on how you use the Portal, such as the device used to access the Portal, the pages you browse on the site, etc.

Oracle Supplier Registration Portal cookies are not used to identify you personally. If you wish, you may change the settings on your web browser to completely disable cookies or set your browser to warn you when cookies will be deposited. For more information, please visit <https://www.wcb.ns.ca/privacy-policy>.

More Information

Questions or concerns may be directed to:

WCB Nova Scotia Procurement

Email: procurement@wcb.ns.ca