

SHEPPweb Employer Access Agreement



SHEPP
People. Pensions. Results.

1 Employer Declaration

FORM ID: 017

CASE ID: _____

In consideration for the Saskatchewan Healthcare Employees' Pension Plan (SHEPP) granting:

Employer Number _____ Employer Name _____

(the "Employer") access to its secure internet-based service known as **SHEPPweb**, I, a duly authorised officer of the Employer, on behalf of the Employer agree with SHEPP that:

1. The Employer will use any personal information (as defined in the Personal Information Protection and Electronic Documents Act of Canada), provided to or received from **SHEPPweb** only for the purpose of administering SHEPP. The personal information the Employer provides to or receives from SHEPP becomes and/or remains the property of SHEPP.
2. The Employer will designate Administrative Users, to access and use **SHEPPweb**.
3. The Employer will:
 - a. Make sure that Administrative Users comply at all times with the terms and conditions of this Agreement.
 - b. Monitor the conduct of Administrative Users for compliance with the terms and conditions of this Agreement.
 - c. Immediately notify SHEPP in writing of any Administrative Users who are no longer permitted to use **SHEPPweb**.
 - d. Immediately notify SHEPP of any unauthorised access, use, modification or disclosure of any information obtained from, or transmitted through, **SHEPPweb**.
 - e. Immediately notify SHEPP of any errors in information relating to SHEPP.
 - f. Authorise access to **SHEPPweb** only for those employees of the Employer whose jobs include SHEPP administration duties and require access to **SHEPPweb**.
 - g. Require Administrative Users to change their personal passwords for **SHEPPweb** at least once every 60 days or immediately upon suspicion that someone has learned it.
 - h. Not use any information available through **SHEPPweb** for any purpose other than administering SHEPP on behalf of the Employer.
 - i. Store electronic files copied from **SHEPPweb** in a secure manner.
 - j. Store printed records and other confidential information obtained from **SHEPPweb** in a secure manner.
 - k. Never attempt to modify **SHEPPweb**.
 - l. Never deliberately bypass **SHEPPweb** security or reveal details of **SHEPPweb** security to anyone.
 - m. Never attempt to introduce malicious codes, including viruses to **SHEPPweb**.
 - n. Not take any action which SHEPP has advised may be detrimental to **SHEPPweb**.
 - o. Not hold SHEPP responsible or liable to the Employer or anyone else, for any breaches of confidentiality, security and privacy that occur as a result of the Employer's failure to protect personal information.
4. The Employer will be responsible and liable for the content of all information forwarded by the Employer to SHEPP through **SHEPPweb**.
5. Information sent to the Employer through **SHEPPweb** is good and sufficient for all communications made by SHEPP to the Employer and that no further communication of the same information is requested or required by the Employer.
6. The Employer will observe and be bound by any other terms and conditions governing the use of **SHEPPweb** that SHEPP may give notice of to the Employer from time to time.
7. This Agreement shall take effect between the Employer and SHEPP on the date the Employer is registered for **SHEPPweb** and shall continue thereafter until terminated. This Agreement may be terminated immediately by SHEPP upon breach by the Employer of any terms or conditions of this Agreement and otherwise on 30 days notice by either party to the other.
8. Notwithstanding anything to the contrary in this Agreement, any breach of this Agreement by the Employer is immediate cause for SHEPP to terminate the Employer's access to **SHEPPweb**. The right of SHEPP to terminate the Employer's access to **SHEPPweb** is in addition to any rights SHEPP may have under this Agreement or at law or otherwise.
9. By executing this Agreement, the Employer does not become an agent of SHEPP.
10. This Agreement may not be assigned by the Employer without SHEPP's prior written consent. This Agreement shall continue for the benefit of SHEPP and shall be binding upon the Employer and the Employer's successors and assigns.
11. The Employer will execute such further and other documents as are necessary to carry out the true intent and meaning of this Agreement.

Instructions

✓ Submit this form to SHEPP

✓ Keep a copy for your files

SHEPP recognises and respects the importance of your privacy. Personal information collected is used for the purpose of administering your benefits under the Plan.

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employerservices@shepp.ca

www.shepp.ca



2 Authorisation of Administrative Users

The Employer authorises the following persons as Administrative Users of SHEPPweb for the Employer. This document replaces any and all previous registration documents. Please ensure all employees requiring access are included:

Administrative User 1	Administrative User 2	Administrative User 3
Name	Name	Name
Title	Title	Title
Phone	Phone	Phone
Email	Email	Email
SHEPP ID	SHEPP ID	SHEPP ID
Administrative User 4	Administrative User 5	Administrative User 6
Name	Name	Name
Title	Title	Title
Phone	Phone	Phone
Email	Email	Email
SHEPP ID	SHEPP ID	SHEPP ID
Administrative User 7	Administrative User 8	Administrative User 9
Name	Name	Name
Title	Title	Title
Phone	Phone	Phone
Email	Email	Email
SHEPP ID	SHEPP ID	SHEPP ID
Administrative User 10	Administrative User 11	Administrative User 12
Name	Name	Name
Title	Title	Title
Phone	Phone	Phone
Email	Email	Email
SHEPP ID	SHEPP ID	SHEPP ID

☐ On behalf of the Employer, I accept the terms and conditions outlined in this Agreement.

Signed by an authorised officer of the Employer on the _____ day of _____, 20____

Employer Name		Employer Number	
Mailing Address			
City/Town		Province Saskatchewan	Postal Code
Telephone	Fax	Email	
Authorised Officer Name		Title	
Authorised Signature			

Please attach a separate sheet of paper if you require more space.