

Canadian Nuclear Society Privacy Policy

1. Context

The Canadian Nuclear Society Privacy Policy (“Policy”) described herein has been drafted to comply with the *Personal Information Protection and Electronic Documents Act* (PIPEDA), the Canadian federal privacy law, which came into effect on 2004 January 1.

Although this Policy is only now being put into writing, the CNS would like to assure its members that it has always followed the general principles herein, and has always treated its membership files with great care and discretion.

2. CNS Privacy Policy

The CNS Must Inform Members

2.1 Who Is Collecting The CNS Membership Information (“Information”)?

Information is collected and compiled by the CNS Office, Manager, staff, and the CNS Membership Committee.

2.2 Why Is The Information Being Gathered?

The Information is gathered to allow the CNS to do business with, and supply services, to its membership.

2.3 For What Purposes Will The Information Be Used?

2.3.1 To distribute CNS mailings and e-mails (the Bulletin, Nuclear Canada, notices about Conferences and Courses, etc.) to members.

2.3.2 To list CNS members in the CNS Annual Membership Directory.

2.3.3 To allow CNS Branch Chairs to contact their Branch Membership.

2.3.4 Credit-card information is used strictly for the payment of CNS membership fees, for the payment of course, seminar, workshop, and conference fees, and for the purchase of requested products (e.g., Conference Proceedings). It is not used for any other purposes. It will be shared only with those with a need to know in order to complete such transactions.

2.3.5 The CNS Membership list will not be sold or provided to organizations other than noted herein:

- The CNS Membership list is provided occasionally to the Canadian Nuclear Association (CNA), for the purpose of mailings to CNS members.

This Policy contains 2 pages.

- 2.3.6 Detailed Information is communicated only to the Membership Committee and to CNS Branch Chairpersons or their specified delegates.

2.4 CNS Terms of Membership Information Collection and Retention

2.4.1 Knowledge and consent of member

This Policy shall be posted on the CNS web site. The CNS publication “The CNS Bulletin”, CNS Membership Renewal mailings, and membership drive information shall encourage CNS members and potential members to review the Policy.

2.4.2 Collected for a Reasonable Purpose

See section 2.3. Only the Information required to conduct CNS business shall be collected.

2.4.3 Used Only For The Reasons For Which It Was Gathered

The CNS shall use the Information collected only for the purposes described in this Policy.

2.4.4 Information is Accurate and Up-to-Date

CNS members are required to update their Information on an annual basis at the time of membership renewal, or when there is a change in their address, telephone number, email address, etc. CNS Office Staff will update CNS records within ten (10) working days of the Information being received.

2.4.5 Information Is Open for Inspection and Correction by the Consumer

Members may contact the CNS Office Manager at any time to confirm their Information details.

2.4.6 Information Is Stored Securely

- 2.4.6.1 Information is stored in password-protected computers. The Information is not left accessible or unprotected.

- 2.4.6.2 Back-up electronic copies of the CNS Membership files are secured on an alternate password-protected computer.

- 2.4.6.3 The physical membership files are kept in locked filing cabinets in the CNS Office Manager’s home office.

- 2.4.6.4 Outdated hard drives and other electronic storage media will be erased before being discarded.

2.5 CNS Privacy Officer

There will at all times be a designated CNS Privacy Officer, named by CNS Council at its discretion, who will normally be either the immediate Past President or the Executive Administrator.

This Policy contains 2 pages.