A. PURPOSE AND INTENT

The Association is committed to following federal anti-spam regulation, provincial privacy law, and supporting university policy regarding the use of electronic communications with our members.

B. MEMBERS’ PERSONAL INFORMATION RECEIVED FROM MCMASTER UNIVERSITY

The Association receives the majority of its membership information from McMaster University, which is collected under the authority of The McMaster University Act, 1976.

While the Association is not subject to the same privacy provisions as the University, the Association uses members’ personal information obtained from the University for the purpose of membership, administration, elections, annual general meetings, referenda, services provided to members, and related purposes (Association Business).

The Association does not disclose, share, or disseminate personal information to any person, organization or entity except where necessary to administer Association Business. When third parties are provided with access to personal information to assist the Association transact Association Business, each third party is required to follow the Association’s privacy and anti-spam policy.

Upon request, the Association will confirm membership in the Association.

C. SUBMISSION OF PERSONAL INFORMATION THROUGH SOCIAL MEDIA SITES

Members are invited to provide the Association with information regarding their preferences (e.g., likes on Facebook), add their contact information to our social media site(s) (e.g. ‘friend’ us), or provide other information through such portals.

The submission of this information is voluntary only. While the Association will not attempt to use this information for any purpose other than Association Business, social media sites may be accessed by third parties; as such, the Association provides no guarantee of privacy on our social media sites, unless explicitly stated on the social media site.
The Association will accept personal information from Members to assist them in their dealings with the University.

We also collect information to support advocacy, but do not share personal information with your prior consent.

Consent may be provided to our staff verbally.

Withdrawal of consent may be in writing or provided verbally, but we are only responsible for a breach of confidentiality where the withdrawal of consent is made in writing.

In order to be considered for an award that is sponsored by the Association, all nominees are deemed to have given consent for related information to be made publically available.

Information provided to the Association for the purpose of election or appointment will be made available, pursuant to the relevant policy.

Information collected from members in surveys or referenda will only be used in the aggregate to support Association business.

Any person who uses the Association’s office as a pick up location for purchases made at the Campus Store agrees that the Association and the University/Campus Store may share purchase/pickup information.

D. Submission of Personal Information in Person, by Mail or Electronic Mail

Members may wish to provide the Association with additional personal information to enable our staff to assist the member with a specific problem, or to use their information – aggregated with other members’ – to support advocacy activities.

The Association will only share this personal information with the University or other third parties with the permission of the Member.

Where information is provided by a member to address a specific problem, staff will verbally confirm if they may share the information provided by the Member with the university, a university affiliate, or other party to provide assistance. No written confirmation will be required of consent.

A member may withdraw consent to share personal information obtained under this section. Notification may be provided verbally, but the Association will only be held liable for a breach of privacy where the notification was provided in writing.

E. Awards and Recognition

The Association obtains information regarding members and individuals in support of nominations for awards. Information collected for this purpose may be used by the Association to prepare media announcements, introductions, or other presentation or promotional materials as required by the Association to produce the award, announce the winners, and promote the Association, at the Association deems appropriate.

F. Nominations for Elected or Appointed Positions

Information provided in support of a nomination for an elected or appointed position will be shared as outlined in the Association’s Election, Referenda, and Candidate Pool policies.

G. Surveys, Referenda and Online Voting

Information collected from Members through surveys, referenda, general meetings or through online voting will only be shared in the aggregate (e.g., the total responses of all members).

H. Pick Up and Purchase Agreements with the Association

Where any person has asked the Association to act as a ‘pick up’ location for products purchased at the Campus Store, that person is deemed to have agreed that the Association and McMaster University may share personal information relating to the purchase and payment of such products; including such information as may be necessary to secure payment for any purchases made.

Association staff are required to confirm the identity of any person picking up items purchased from the Campus Store.
1. DEEMED CONSENT: Unless advised by a Member in writing or by email, the Association deems that it has permission to send general communications to members.

2. General Communications: General information about the Association, its affairs, its employees, its officers, its directors, its members, and its agents, and general information about its members, its agents, and its employees. These may include:
   a. Notices of meetings
   b. Call for nominations for appointment or election
   c. Calls for nominations for appointment or election
   d. Notices of meetings
   e. Notification of changes to by-law or policy
   f. Notification of changes to by-law or policy
   g. Requests for input through surveys or other means to obtain input of the membership on matters of importance to the Association.

3. Audio Communications: The Association uses electronic mail to communicate two types of information to members:
   a. Notices of meetings
   b. Call for nominations for appointment or election
   c. Calls for nominations for appointment or election
   d. Notices of meetings
   e. Notification of changes to by-law or policy
   f. Notification of changes to by-law or policy
   g. Requests for input through surveys or other means to obtain input of the membership on matters of importance to the Association.

4. Privilege Communications: Privilege communications provide notice of an existing or pending right and are therefore exempt from Canada’s anti-spam regulations. Members may not be removed from the Privilege Communication list.

5. USE OF EMAIL COMMUNICATIONS

   a. Privilege communications: privileged communications are covered under the Association’s Human Resource Records Policy.
   b. General communications: privilege communications are covered under the Association’s Human Resource Records Policy.
   c. Any unsolicited communication with commercial intent.
   d. Any unsolicited communication with commercial intent.
   e. Any unsolicited communication with commercial intent.
   f. Any unsolicited communication with commercial intent.
   g. Any unsolicited communication with commercial intent.
   h. Any unsolicited communication with commercial intent.
   i. Any unsolicited communication with commercial intent.
   j. Any unsolicited communication with commercial intent.

6. RECORDING OF EVENTS

   Anyone attending an Association event is deemed to have consented to being audio recorded, video recorded, or photographed and agrees that such recordings and photographs may be used by the Association for promotion in print and online publications.

7. HUMAN RESOURCES RECORDS

   a. Personal information collected by the Association for the intent of providing compensation to the person for services provided is covered under the Association’s Human Resource Records Policy.
   b. Information collected by the Association for the intent of providing compensation to the person for services provided is covered under the Association’s Human Resource Records Policy.
4. **Membership list renewed periodically:** The membership list is based on current enrollment and is updated regularly upon request of the Association to McMaster University. Requests for removal from the General Communications email list will be valid from September through April of each year. Persons who are no longer members may be automatically removed from our email lists. Members must request removal from the general communications email list annually.

APPROVED BY THE BOARD.

September 16, 2014

Jacqueline Arlen, President

David Moore, Secretary