

Use of Membership Data Policy

Approved: June 2021


This policy provides guidance to Chapters and National office in relation to use of membership data.

All Chapters and fmi*igf National Office must comply with the Canadian Anti Spam Legislation (CASL) and Personal Information Protection and Electronic Documents Act. (PIPEDA)

The National Office will make the fmi*igf membership database available to all chapters at no cost. The membership database will be compliant with CASL and PIPEDA.

The fmi*igf membership database will allow for:

- Individuals to opt into Chapter membership;
- Individuals to opt in for Chapter information/event emailing;
- Chapters to maintain membership lists within the database. In this case, consent must have been given. Consent can be either expressed or implied. Refer to below or www.crtc.gc.ca/eng/internet/anti.htm for further information.










Commission Radio-télévision et
Télécommunications Canada

Conseil de la radiodiffusion et des
Télécommunications Canada


CANADA'S ANTI-SPAM LEGISLATION (CASL)

Express consent versus implied consent

WHAT YOU NEED TO KNOW BEFORE SENDING OUT YOUR COMMERCIAL ELECTRONIC MESSAGE

| IMPLIED CONSENT |  | EXPRESS CONSENT |
|---|---|---|
| <p>Existing business relationship</p> <p>The recipient has made, or enquired about, a purchase or lease of goods, services, land or interest in land, a written contract or the acceptance of a business, investment or gaming opportunity from you.</p> <p>Existing non-business relationship</p> <p>You are a registered charity, a political party or a candidate, and the recipient has provided you a gift, a donation or volunteer work.</p> <p>You are a club, association or voluntary organization and the recipient is one of your members.</p> <p>Recipient's e-mail address was conspicuously published or sent to you</p> <p>The address was disclosed without any restrictions and your message relates to the recipient's functions or activities in a business or official capacity.</p> | <div style="background-color: #34495e; color: white; padding: 5px; font-weight: bold; margin-bottom: 5px;">KEEP RECORDS</div> <p style="font-size: 8px;">Keep records of how you obtained implied or express consent, since in both cases you have the onus to prove consent.</p> <div style="display: flex; justify-content: center; gap: 5px;">      </div> <p style="font-size: 8px;">Specific conditions apply. Please refer to the Legislation and its Regulations.</p> | <p>Valid consent given in writing or orally</p> <p>The recipient gave you a positive or explicit indication of consent to receive commercial electronic messages.</p> <p>Your request for consent set out clearly and simply the prescribed information.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>Express consent is not time-limited</p> <p>Unless the recipient withdraws his or her consent.</p> <p>Implied consent is generally time-limited</p> <p>It is typically a period of 2 years after the event that starts the relationship (e.g. purchase of a good). For subscriptions or memberships, the period starts on the day the relationship ends.</p> |

FOR MORE INFORMATION ON CASL, PLEASE VISIT WWW.CRTC.GC.CA/ANTISPAM



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Individuals must be provided the opportunity to opt-out of receiving further communications from fmi*igf.

The fmi*igf is committed to protecting the privacy of the personal information of its participants, members, sponsors, employees, volunteers and other stakeholders. Personal information is gathered and utilized during normal operations. People from whom such information is collected expect that it will be protected, that any disclosure of this information is subject to consent, that it is accurate and complete and, upon request, it is available for review.

Personal information is necessary to fulfill identified purposes. The information Collected may include, but is not limited to, an individual's name, contact information, Membership and event registration history, and credit card information.

The information provided upon registration for fmi*igf professional development events is used to ensure that the registrant's name is placed on the attendance list and that they are provided with appropriate access to the event. This information is also used for billing purposes and to contact registrants by mail, phone or email. More specifically, personal information is collected for the following purposes:

*Mailings (by post or electronic) and phone calls to inform participants and members about upcoming events, volunteer opportunities, voting for the National Board and to invite them to register for these events.

The fmi*igf does not sell, license, trade, share or rent personal information to or with third parties; personal information is not used for marketing or other purposes.

The fmi*igf website may offer links to other third party websites such as those of event sponsors and exhibitors. Operators of linked websites may also collect personal information (including information generated through the use of cookies) when users link to their websites. fmi*igf is not responsible for how such third parties collect, use or disclose personal information, so it is important that users familiarize themselves with the privacy policies of these websites before providing personal information on those sites.

Event registration history is stored in the fmi*igf registration system and in hard copy files. Information in electronic or paper format is either under supervision or secured in a locked or restricted area at all times. Passwords are used on computers and only authorized fmi*igf personnel have access to this information. Financial transactions are kept in a secure storage for a minimum amount of time required by legislation and then are destroyed. Personal information is retained only as long as necessary. Paper files containing personal information are shredded. Electronic information is deleted and, when the hardware is discarded, the hard drive is physically destroyed.

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This policy is made under the Personal Information Protection and Electronic Documents Act.

All Chapters must ensure they follow these guidelines, whether or not the fmi*igf membership database is utilized. The fmi*igf membership database is maintained and compliant with all relevant legislation.