

Commitment to Privacy of Personal Information

CSEM is committed to maintaining the accuracy, security and confidentiality of your personal information in accordance with applicable legislation. Collection of any and all personal information collected by CSEM is done in accordance with this policy.

Purpose

This policy outlines how CSEM protects your privacy and the choices you can make about the way your information is collected and used. The policy outlines why we collect and how we use your personal information, how your information is safeguarded, and how you can access it and correct your own information.

For the purposes of this policy, personal information is any information that can be used to distinguish, identify or contact a specific individual. This Policy applies to personal information of members and prospective members, others who have expressed an interest in CSEM or have participated in a CSEM activity.

This policy was drafted according to the principles outlined in the [Freedom of Information and Protection of Privacy Act](#), and the [Personal Information Protection and Electronic Documents Act \(PIPEDA\)](#).

Collection of Personal Information

CSEM generally collects and uses personal information such as name, address, telephone number, e-mail address, and financial information when making a payment only. CSEM also collects information related to the member's involvement in CSEM, such as speciality, certification, medical school affiliation, major interests, and engagement with CSEM.

We collect information when a person voluntarily completes an online membership application form, event registration or survey. We collect, use or disclose this information in a manner consistent with this policy.

Use of Personal Information

Your information is used for the main purpose of contacting you through communication channels such as e-mail, phone, and standard mail. Your information provides us with the ability to contact you via different methods of communication. General information may be used for statistical purposes.

The information you provide to CSEM allows us to inform you about activities and programs, and to notify you of news and issues which may be of interest to you. By applying for membership or becoming a member, requesting information, or registering for activities

offered by CSEM, you are giving CSEM permission to contact you by way of the information you provide.

Protection of Personal Information

CSEM protects personal information against such risks as loss or theft, unauthorized access, disclosure, copying, modification and destruction by using appropriate security measures. CSEM employees with access to personal information are required to respect the confidentiality of that information. CSEM implements methods of protecting personal information that include limiting access to the information, restricting access to stored information, and technological measures such as passwords. Members' personal information is stored in a secure database. Physical records are kept only as required for accounting purposes, are secured in the CSEM office, and destroyed when no longer required.

Disclosure of Personal Information

CSEM occasionally discloses personal information of members to other organizations that support, sponsor or provide information likely to be of interest to our members. Participant lists including the names and cities only of those who have consented are shared with sponsors for their information. When registering for specific events or activities, participants may opt in or out of the disclosure and use of their personal information for these purposes. In addition, a member may withdraw consent at any time by contacting CSEM. CSEM takes careful steps to ensure it complies with individual's wishes with respect to disclosure and use of personal information.

Other than as outlined here, or as may be permitted or required by law, CSEM does not disclose personal information without your consent. CSEM's member information is stored in WildApricot, a cloud-based database. WildApricot's security and data storage policies can be found [here](#). While WildApricot is based in Toronto, Canada, it uses Amazon Web Services, an American company; personal information may be accessible to courts, law enforcement and national security authorities in that jurisdiction.

Accuracy of Personal Information

You can review, verify, or correct your personal information that we collect and maintain in the CSEM membership database by logging in to the [membership portal](#) [www.csem.wildapricot.org]. It is important that your personal information records held by CSEM is accurate and current. Please keep us informed of changes.

You can also contact CSEM directly to access to the [membership portal](#) and to see the personal information we hold about you. In some circumstances you can withdraw your consent to the collection, use or disclosure of your personal information. However, the withdrawal of your consent may impact on our ability to serve you and to maintain our relationship with you.

Retention of Personal Information

CSEM retains personal information only for as long as it is needed for the purpose for which it was collected and to meet legal and regulatory requirements.

Website

CSEM provides information and some member services via its website. By using the website, users agree that information may be collected, used, and disclosed in accordance with this policy.

Browsing Information - Information on how you visit our site may be collected and stored. This information may include the length of your visit, date and time of visit, the pages you looked at, etc. It doesn't include any personal information. This data is used to help us better design our web site.

Passive Information - Portions of our site may use cookies to better tailor the site to your needs. A cookie is a small file that resides in your temporary folder. It is our policy to use these cookies only for the duration of your session. The information stored tends to be used for login procedures (if applicable to this site) or to support browsing information.

The website contains links to other third-party websites, such as CSEM partner or sponsor organizations. These links are provided for the convenience of users. CSEM has no responsibility or liability for, or control over, those websites or their collection, use and disclosure of an individual's personal information.

CSEM recommends that you use security features built into your browser as well as maintaining the latest updates.

Questions and Concerns

We will respond promptly to questions and concerns relating to your personal information and endeavour to resolve any concerns. Please contact our Privacy Officer.

Accountability

CSEM is responsible for all personal information under its custody or control, including information which it may transfer to a third party for processing. CSEM's Executive Director has been appointed as Privacy Officer. The Privacy Officer may delegate day-to-day responsibility for administration of this policy to other employees, but the Privacy Officer remains accountable for the CSEM's handling of personal information.

CSEM Privacy Officer

Inika Anderson



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Personal Information Privacy Policy

Ver. 2.2

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