

Editors' Association of Canada/Association canadienne des réviseurs Privacy Guidelines

Effective date: June 2021

Purpose

These guidelines are to implement the Editors' Association of Canada/Association canadienne des réviseurs *Privacy Policy*.

Privacy principles

The Editors' Association of Canada (Editors Canada) is not bound by federal or provincial legislation about privacy. However, to protect its members and affiliates, the association wants to honour the following privacy principles.

- Don't collect personal information you don't need.
- Don't share personal information without consent.
- Use the information only for the purpose it was collected for.
- Safeguard the information.
- Have a plan for destroying the information after a set amount of time.
- Have a plan for dealing with privacy breaches.

It is important to remember that business information (such as a business name, address, phone number or email) is not considered personal information. None of this document applies to business information.

Don't collect personal information you don't need

Association volunteers and staff should not collect information they don't need to do the work of the association.

Examples

- Do not collect phone numbers unless you need them to contact someone by phone.
- Do not collect personal information (including names) of people who attend meetings unless it is for mandated public health reasons.

People who voluntarily provide personal information should also be informed that they are consenting to Editors Canada's collecting it.

Don't share personal information without consent

Editors Canada volunteers and staff should not share personal information they have about members and affiliates unless they have permissions to do so.

Examples

- Do not share people's personal contact information without first asking their permission.
- Do not share transcripts or recording of any meetings without the explicit consent of every person at the meeting.
 - This includes recordings of branch and twig meetings held on an electronic platform.
 - It also includes the annual general meeting of members.
 - It applies to videos of people and to recordings of their voices. Both are considered to be personal information.
 - However, note that the minutes for directors' meetings and annual general meetings are available to all members and affiliates.
- Do not share information about someone's personal life (for example, their health, finances or job situation) unless they give you permission to do so.

Use the information only for the purpose it was collected for

Editors Canada will not use or disclose collected personal information for any purpose other than the aims and objectives of the association.

Association volunteers and staff should not repurpose personal information they collect.

Examples

- If you have someone's personal email address because you worked on a project together, you should not use that for our own marketing purposes (such as sending them emails about your business).
- Volunteers who have access to membership lists should use that information only for the purpose they've received it for.

Safeguard the information

Association volunteers and staff should safeguard personal information that they collect or have access to.

Examples

- Electronic files with personal information should have restrictions on who can access the information.
- Membership lists should be carefully guarded at in-person meetings.

Have a plan for destroying the information after a set amount of time

Association volunteers and staff should destroy records of personal information when that information is no longer needed.

Examples

- There is no need to keep personal information about previous branch or twig leaders or volunteers, such as lists of email addresses. Electronic records should be purged from time to time.
- Membership lists that are used to record who was at a meeting (for numbers and to ascertain that a person is a member) should be properly destroyed immediately after the meeting (for example, paper copies with member information should be destroyed using a shredder).
- Recordings of meetings that a recording secretary takes should be destroyed after the meeting minutes are finalized and voted on.
- Recordings of any virtual or in-person meetings of members (such as branch, twig or vine meetings) should be destroyed after they have served their purpose. This is in addition to getting explicit permission from each person present to record the meeting.

Have a plan for dealing with privacy breaches

The executive director and directors should have a plan for dealing with privacy breaches, as should leaders of branches, twigs and committees.

Examples

- Any director should report privacy breaches or suspected breaches to the executive director immediately so that action can be taken.
- Any branch or twig volunteer should report privacy breaches or suspected breaches to their branch or twig leader and, if necessary, to the executive director.
- Any committee chair or committee member should report privacy breaches or suspected breaches to their director, who will inform the executive director and will advise the committee chair how to proceed. This also applies to national positions and task forces.

Complaints and breaches of privacy

The executive director is the association's privacy officer.

- The executive director is responsible for reporting known non-compliance to the national executive council.
- The privacy officer is the association's contact point for any privacy complaints against Editors Canada.
- Any complaints unresolved by the privacy officer will be referred to the national executive council for consideration and appropriate action.

Exemptions

The national office can release any member's or student affiliate's contact information to the national nominations committee.

Revisions

Substantive revisions to these guidelines must be ratified by a vote of the association's national executive council.