



Policy on the Membership List

Effective Date: June 2019

1. Purpose and Scope	This policy relates to the collection, management and distribution of the membership list.
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2. Ownership of the Membership List	The membership lists are considered to be the property of PIPSC, and the information contained therein is confidential. Such lists may only be used for authorized PIPSC business and in accordance with the Canada Not-for-Profit Corporations Act (CNPCA) and any other applicable legislation.
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3. Definitions	<u>Membership List</u>, as defined by the CNPCA, refers to the names, in alphabetical order, and work addresses of the members along with each members' class or group if any. <u>Officer</u>, for the purpose of this policy, refers to all individuals identified as officers in the PIPSC by-laws, as well as any PIPSC members elected to serve on a constituent body executive. <u>Member</u>, for the purpose of this policy, refers to all categories of members found in article 6 of PIPSC By-Laws.
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4. Disclosure

Institute officers may request a copy of the membership list of constituent bodies they represent.

PIPSC members or their representative may, once per calendar year or before each special meeting of members for which the member was provided notice, make a request to see the membership list.

Requests for membership lists must be submitted in writing to the Institute Privacy Officer along with the reason for the request.

Only the Board of Directors may approve a request for a listing of more than fifty percent (50%) of the total membership. The President or other designated official may approve other requests.

PIPSC may decide not to allow, in whole or in part, access to corporate records or not to furnish, in whole or in part the requested membership list if it reasonably believes that allowing the access or furnishing the information would be detrimental to any member or to the Institute. In the event PIPSC declines the member's request, it will seize itself of the process provided for by the CNPCA.

The method of delivering the list shall be limited to such methods as PIPSC deems appropriate, pursuant to all applicable legislation, to ensure the security of the information and the privacy of all members.

A reasonable fee may be required to provide the applicant with an extract from the list.

5. Use of Lists by Members or their Representatives

Membership lists may only be used by the requesting PIPSC member in an attempt to influence voters, to requisition a meeting of PIPSC members or for any other matter relating to the affairs of PIPSC.



6. References

Relevant legislation and regulations:

1. *Alberta Personal Information Protection Act*;
 2. *British Columbia Personal Information Protection Act*;
 3. *Canada Not-For-Profit Corporation Act*;
 4. *Personal Information Protection and Electronic Documents Act*;
 5. *Quebec Civil Code*;
 6. *Act Respecting Protection of Personal Information in the Private Sector (Quebec)*;
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