



PRIVACY POLICY

POLICY: The CAE commits to respecting the privacy rights of individual by ensuring that information they provide is collected, used and disclosed in such a manner that a reasonable person would consider appropriate given the circumstances. We support and follow the principles and obligations of the *Personal Information Protection and Electronic Documents Act* (PIPEDA).

RATIONALE: The CAE wishes, through its policies and procedures, to be compliant with PIPEDA.

PROCEDURE:

Definition of Personal information

As defined by Canada's PIPEDA, personal information includes any factual or subjective information, recorded or not, about an identifiable individual. Personal information does not include the name, title or business address or telephone number of an employee of an organization. An organization's collection, use or disclosure of personal information solely for journalistic, artistic or literary purposes is not covered by PIPEDA.

Personal information collected

The CAE collects specific personal information for its own purposes. The CAE does not disclose personal information to third parties without expressed or implied permission.

Nominations for Fellowship and Awards

Personal information collected during the nominations and awards process is for the use of office personnel and CAE Fellows only. Nominations are kept on file for a specific period of validity. With the exception of the name, personal information of unsuccessful candidates is destroyed after the period of validity has expired. The list of names of unsuccessful nominations is kept for archival purposes only.

The CAE will publish on its website and in other documents the name, affiliated organization and citation of successful nominees.

Donor lists

The CAE is a registered charitable organization and accepts donations from individuals, corporations, foundations and institutions. The CAE does not sell its donor lists; however, the CAE is grateful for the generosity of its supporters and demonstrates this by publishing the names of donors where appropriate.

Personal information collected for event registration

The name, title, company and contact information of individuals who register for a CAE symposium, workshop or other event are collected for registration control, invoicing and statistical purposes. Names and affiliations may be distributed in the event package for networking purposes. Personal information collected may be used by the CAE to announce future events of a similar nature.

Personal information collected for employment applications

From time to time the CAE collects personal information from those applying for employment opportunities. This information is used by office personnel to evaluate qualifications for the desired position and for possible contact for further information. Once the advertised position is filled, personal information collected from all those who applied is either destroyed or kept for a period of six months in order to be considered for future positions that may arise and subsequently destroyed.

Web site privacy

During a visit to the CAE website, privacy is respected. The CAE does not collect personal information unless the visitor:

- Chooses to send us an email: If they choose to send the CAE an email, personal information received is provided only to our office personnel in order to respond to the inquiry. The CAE does not use this information for any other purpose.
- Requests the purchase of a publication: If a visitor chooses to order a publication, personal information collected on the order form is provided only to our office personnel in order to respond to your purchase request. The order form is transmitted in a manner that ensures it is received by this office only. If the buyer chooses to pay for your purchase using a credit card, this information is transmitted in a manner to ensure its protection and will be used for authorized transactions only.
- Register for attendance to a CAE symposium, workshop or event: Registration information is transmitted to the CAE in a manner that ensures it is received by our office only. If the registrant chooses to pay the registration fee using a credit card, this information is transmitted in a manner to ensure its protection and will be used for authorized transactions only.

Privacy questions and concerns

The CAE will post this policy on a public portion of its website and will highlight the following concerning privacy questions and concerns:

“The CAE makes every attempt to ensure the accuracy of personal information it collects and implements appropriate safeguards for its protection.

To request access to personal information the CAE may have about you, to request the removal of your personal information from the CAE website or if you have questions or concerns about the CAE’s Privacy Policy contact the [Secretariat](#) of the CAE.”

Approved by the CAE Board of Directors on June 25, 2014.