

CANADIAN METEOROLOGICAL AND OCEANOGRAPHIC SOCIETY (CMOS) PRIVACY POLICY

COMMITMENT TO PRIVACY

CMOS recognises the importance of privacy and is committed to maintaining the accuracy, confidentiality and security of the personal information that it collects about its members, subscribers, conference attendees, suppliers, clients and other contacts as outlined in this policy statement.

WHAT IS PERSONAL INFORMATION?

Personal information is any personally identifiable information such as your name, residential and e-mail addresses, telephone and fax numbers, membership, subscription and conference information, credit information and billing records, service records, recorded complaints, opinions and preferences.

Publicly available information such as the name, address, telephone and fax numbers of a business are not considered personal information.

COLLECTION AND USE OF PERSONAL INFORMATION

CMOS collects and uses personal information only for the purposes of providing membership, conference or subscription services, for receiving necessary products and services and to communicate with members, subscribers, conference registrants, suppliers and other contacts about their accounts or about CMOS business. All contacts may at any time specify their preferred (default) method of communication with CMOS. They may opt out of all communications not directly connected with their membership, subscription or business with CMOS.

PRIOR CONSENT

CMOS will seek consent prior to the collection, use and disclosure of personal information as required by the Personal Information Protection and Electronic Documents Act (PIPEDA) and other applicable privacy legislation. Subject to legal and contractual requirements, anyone can at any time refuse consent to the collection, use and disclosure of personal information by giving reasonable notice. If the Society's intended use or disclosure of personal information changes, CMOS will provide advance notification.

LIMITATION OF USE AND DISCLOSURE

CMOS offers a membership directory that is accessible on the Internet to members only. Only the names of members are published in the directory, unless members explicitly and individually permit the publication of their default postal or e-mail address, telephone or fax number.

Contact information for selected groups of members will be provided to CMOS Officers, Committee Chairs, and Centre Executive members to enable them to provide membership services at national and centre levels. They will be instructed to not pass on this information

and to discard it when their CMOS role is concluded.

The policy of CMOS is not to distribute or sell its membership list to anyone. However, CMOS occasionally agrees to distribute information to members on behalf of a client if it is judged to be useful to members. Members can select at any time not to receive such distributions.

The policy of CMOS is that all national communication with the general membership will be done through the national office.

SECURITY

CMOS is committed to protecting the security of the personal information that it collects. Security measures such as restricted access to the CMOS office, locked cabinets for paper files, firewall-restricted access to the electronic database and the use of passwords on computers have been adopted. These measures are in place in order to protect personal information against loss or theft, as well as against unauthorised access, copying, disclosure, use or modification. Access to this information is restricted to CMOS office personnel who have been trained to respect the privacy of personal information held by CMOS, in accordance with this policy, PIPEDA and all applicable laws.

OPENESS AND AVAILABILITY

This policy is published on the CMOS website at www.cmos.ca. To obtain a copy of, or the answer to any question about, this policy, or its application, please contact the CMOS Privacy Officer at privacy@cmos.ca.

INDIVIDUAL ACCESS

Anyone wishing to ascertain what personal information CMOS may have on file about them, to access that information, to receive a copy, to correct or amend it, to know the source, to find out how it may have been used, etc., may contact the CMOS Privacy Officer at privacy@cmos.ca.

CMOS will not refuse an individual access to their own personal information, except in circumstances permitted by the applicable privacy legislation. If access is refused, CMOS will provide the reason(s) for such refusal. These reasons may include the fact that the information refers to other individuals, that it is subject to legal, commercial, or solicitor-client privilege or that it bears on a matter before litigation.

ACCOUNTABILITY AND RECOURSE

For any questions or concerns about personal information held by CMOS please contact the CMOS Privacy Officer at privacy@cmos.ca.

If you are not satisfied with the response within 30 days of making an enquiry or complaint, or within 60 days if an extension has been obtained, then you should contact the federal Privacy Commissioner or your provincial Privacy Commissioner for redress.

Approved by CMOS Council 23 September 2004