1.0 STATEMENT

1.1 The CMS is committed to the protection of the personal information it collects from CMS members and others in the pursuance of promoting the advancement, discovery, learning, and application of mathematics. To this end, the CMS is committed to keeping all personal information it collects confidential.

1.2 This policy statement informs CMS members, employees, officials and others of the manner in which CMS safeguards personal information with respect to the collection, use and disclosure of personal information generally.

2.0 RELATED POLICY

2.1 This policy provides the broad context of personal information protection used throughout the activities of the CMS; the on-line application of this policy is presented in the CMS On-Line Privacy Policy statement.

3.0 ACCOUNTS PAYABLE INFORMATION

3.1 Any contact and financial information collected in support of a financial transaction with the CMS is used for payment processing or recovery purposes only.

4.0 ARCHIVED INFORMATION

4.1 Print and duplicate electronic records are periodically archived in a secured location until no longer required as per government regulations – subsequently these files are destroyed. Some information may be retained for aggregate statistics and historical purposes.

5.0 DONATION

5.1 If an individual makes a donation to the CMS, they are required to create an account with information such as name, address, and email. This information is for auditing and receipt purposes. Donor identity may be included in various e-community listings and groupings (i.e. as a 'friend of the CMS'). Donors are also listed (no dollar amounts given) in the CMS annual report which is available in print and on the CMS website. Donors may request that their information not be published. If there is a problem processing a donation, donor information is used to contact the donor.

6.0 EMAILS

6.1 Outgoing e-mails may include a privacy clause as appropriate.

7.0   MEMBERSHIP

7.1   The CMS aims to balance the need for a collegial environment with the desire to limit public availability of contact information.

7.2   The CMS publishes a list of its members, which only other members can access. A member may request their information not be included.

8.0   MATH CONTESTS AND CAMPS

8.1   Participation in CMS math camps and contests is normally by invitation and completely voluntary and participants have a choice about whether or not to disclose any information requested. Participation and/or performance information (i.e. awards) from these events may be published in various reports (i.e. contest reports) and referenced in media releases. Participation identity may be included in various e-community listings and groupings (i.e. contest or camp alumni). Participants may be listed on the CMS website. Disclosure information and releases are provided to all participants and with the exception of award winners, participants may choose to not make their participation information public.

9.0   MEETING REGISTRATION

9.1   In order to register for an event, a participant is required to give contact information such as name, address, phone number, designation, and e-mail address, as well as information about his/her event(s) which may include age, sex, etc. The participant may accept to have his/her name (name and affiliations) be published as a CMS meeting participant which is available on the CMS website. The CMS also uses this information to prepare meeting-related lists, conduct the event, follow-up, etc. If a participant does not wish to be listed as a meeting participant, an opt-out option is provided.

10.0   ONLINE SERVICES

10.1   The CMS employs industry-standard encryption to protect personal and financial information and to secure transactions; please consult our 'CMS Online Privacy Protection Policy' at http://cms.math.ca/Privacy

11.0   PUBLICATION SUBSCRIPTION

11.1   Effective 2019, the Canadian Journal of Mathematics and Canadian Mathematical Bulletin are being published in partnership with Cambridge University Press. (http://www.cambridge.org/about-us/legal-notices/privacy-notice/)

12.0   SHARING AND USAGE

12.1   The CMS does not share, sell, or rent individual personal and/or financial information with anyone without the advance permission of the individual or unless ordered by a court of law. Information submitted to the CMS is only available to CMS employees managing this information for purposes of contacting an individual or administrating and managing CMS

affairs and initiatives.

13.0   POLICY CHANGES

13.1   Changes to this policy may be made from time to time and communicated on the CMS website. If the CMS wishes to use personal information in a manner substantially different from the stated purpose at the time of collection, the CMS will notify the person and provide a choice as to whether or not to allow a change in the use their information.

14.0   ENQUIRIES

14.1   The CMS official responsible for compliance with this policy is the CMS Privacy Officer.

14.2   Enquiries regarding the application, information, suggestions, complaints, concerns, etc. regarding this policy should be directed to the CMS Privacy Officer as follows:

   a)   by mail to: Privacy Officer, Canadian Mathematical Society, 209 – 1725 St Laurent Blvd, Ottawa, ON K1G 3V4

   b)   by e-mail to: PrivacyOfficer@cms.math.ca

   c)   by phone to: 613-733-2662 ext 788

14.3   Enquiries will usually be responded to within five (5) business days.