



Policy on the Membership List

Effective Date: 11 April 2026

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| 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 | <p><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.</p> <p><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.</p> <p><u>Member</u>, for the purpose of this policy, refers to all categories of members found in article 6 of PIPSC By-Laws.</p> |
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| 4. Disclosure | <p>Institute officers may request a copy of the membership list of constituent bodies they represent.</p> <p>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.</p> <p>Requests for membership lists must be submitted in writing to the Institute Privacy Officer along with the reason for the request.</p> <p>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.</p> <p>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</p> |
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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. Personal Email Addresses

A list containing members' personal email addresses may be requested and provided **only** to the President of a constituent body or consultation team. Personal email addresses shall not otherwise be disclosed. The President must comply with the attached guidelines, the Policy on Privacy, and the *Privacy Act (Canada)*. Any alleged breach of this policy shall be subject to investigation and potential discipline in accordance with the Policy on Conduct. **(AGM 2025)**

6. 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.

7. 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).*
 7. *Privacy Act (Canada).*
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Appendix A

Guidelines for the Use and Protection of Personal Email Address

An engaged and mobilized membership is essential to advancing the aims of the Institute. All communications that use the personal email addresses of our members should be respectful, inclusive and promote union solidarity. We must always be mindful of tone and language that could divide, exclude, marginalize individuals. This undermines our solidarity and is fundamentally incompatible with PIPSC's core values.

1. Purpose and Authority

These Guidelines govern the use of personal email addresses to ensure compliance with the Institute's *Privacy Policy* and privacy laws. Protection of personal information is a fundamental obligation of PIPSC. The Guidelines define authorized and prohibited uses of personal email addresses and set out mandatory security requirements. These Guidelines are binding. Failing to strictly adhere to the Guidelines could lead to access being revoked and/or disciplinary consequences under our Bylaws and *Policy on Conduct*.

2. Scope and Application

These Guidelines apply to Constituent Body and Consultation Team Presidents as defined in the PIPSC Bylaws. Constituent Body and Consultation Team Presidents alone are authorized to receive and use personal email addresses.

3. Key Risks and Privacy Concerns

Personal email addresses constitute personal information under the *Privacy Policy* and applicable privacy law and must be handled accordingly.

Constituent Body and Consultation Team Presidents are responsible for ensuring compliance with the *Privacy Policy* when using personal email addresses. Key risks associated with improper use or handling of personal email addresses include, but are not limited to:

- Misuse of personal information for non-PIPSC purposes;
- Breach of confidentiality, whether intentional or accidental;
- Unauthorized disclosure to third parties, including individuals within PIPSC who are not authorized to receive the information;
- Use beyond what is expressly permitted (e.g., use for promoting a candidate in a PIPSC or Constituent Body elections);
- Loss, theft, or cyber compromise of membership data;
- Membership disengagement and reputational risk arising from inconsistent or inappropriate messaging.



Poor use and management of personal email addresses can erode member trust, increase opt-outs and undermine union solidarity; ultimately weakening PIPSC's ability to represent and mobilize its membership. Failure to mitigate these risks may expose the member or the Institute to harm, reputational harm and legal liability.

4. Authorized and Acceptable Uses

Personal Email Addresses may be used **only** for authorized PIPSC purposes and in a manner that is necessary, proportionate and directly connected to PIPSC-related activities. Personal email addresses may be used by Constituent Body and Consultation Team Presidents to fulfill their duties and advance the Institute's purpose and mandate.

Authorized uses include:

- communicating official constituent body information directly related to PIPSC business (e.g., promoting an event organized by the Constituent Body);
- disseminating notices, updates, or consultations within the mandate of the constituent body;
- supporting legitimate representational functions of the constituent body and Consultation Team President.

5. Prohibited Uses

Personal email addresses must not be disclosed or used beyond authorized purposes. Constituent Body and Consultation Team Presidents with access to personal email addresses must maintain confidentiality and may not disclose it to third parties except where authorized by PIPSC or required by law. **This explicitly includes other members of the Constituent Body Executive.**

Prohibited uses of personal email addresses include, but are not limited to:

- Political campaigning of any kind, including internal union elections or external political activities.
- Any activity unrelated to PIPSC business:
 - Commercial use or solicitation.
- Soliciting donations or support for charities.
- Soliciting for political parties or candidates.
- Sharing or disclosing personal email addresses to any third party, including:
 - Other members of a constituent body executive.
 - PIPSC members who are not authorized recipients.
 - External organizations or individuals.

Personal email addresses must not be copied, forwarded, or otherwise distributed under any circumstances.



6. Access and Retention

Access to personal email addresses is role-based, not individual-based. It is limited to Constituent Body and Consultation Team Presidents. Authorization to collect, retain and use personal email addresses is revoked upon leaving the position.

Personal Email address should only be retained as long as needed to share information related to the business of the Institute or the Constituent Body. Upon leaving the position, or upon request by PIPSC, the personal email addresses must be permanently deleted from all electronic devices and storage locations; and securely destroyed if any printed copies exist.

Individuals must confirm destruction upon leaving the position or upon request.

7. Security and Safeguarding Requirements

Constituent Body and Consultation Team Presidents are personally responsible for ensuring that appropriate safeguards are applied to any personal email addresses they receive.

Electronic Security

- Personal Email Addresses must be stored in a secure, password-protected file or folder.
- Personal Email Addresses must not be accessed or stored on shared/public computers.
- Access must be limited exclusively to the authorized President.
- When sending emails to members, the BCC (blind carbon copy) function must always be used; members' email addresses must never be visible to other recipients.
- Avoid 'Reply All' – it could expose email addresses inadvertently.
- Do not forward personal email list to personal accounts, successor Presidents or third parties without authorization and consent.

Use of PIPSC Accounts

Personal Email Address may only be used through PIPSC-issued email accounts. Personal email accounts must not be used for any communication involving members personal email addresses.

Printed Materials

Printing lists of members' personal email addresses is strongly discouraged. If printing is unavoidable, the list must be stored securely with access restricted to the authorized President and destroyed immediately once no longer required or when leaving office.

8. Consent, Opt-Out, and Do Not Email Requirements



Members must be provided with a clear and accessible option to opt out or unsubscribe from constituent body email communications. Constituent Body and Consultation Team Presidents must respect member preferences and maintain a do not email list. Opt-out requests must be made promptly and consistently. Failure to respect consent and opt-out requirements may constitute a privacy breach.

9. Breach Management and Reporting

Any suspected or actual privacy breach, including loss, unauthorized access, or accidental disclosure, must be reported immediately to the Privacy Officer (General Counsel).

Prompt reporting is essential to mitigate harm and comply with legal obligations.

10. Acknowledgement and Record Keeping

These Guidelines must be reviewed and a *Personal Email Use Agreement* must be signed every two years by each authorized president. Signed acknowledgements must be kept on file by PIPSC. Failure to sign or comply with these Guidelines may result in suspension or revocation of access to personal email addresses.

11. Official Languages

All communication must comply with PIPSC Bylaw 27 regarding official languages. Members are entitled to receive communications in the official language of their choice.

All translation of materials must be completed exclusively through the PIPSC Translation team. The use of external translation tools (e.g., AI, Google Translate, DeepL) for member communications is strictly prohibited.

12. Compliance and Reference Documents

Compliance with these Guidelines is mandatory. Failure to comply may result in suspension or revocation of access to personal email addresses and other remedial measures deemed appropriate by PIPSC.

These Guidelines are issued pursuant to, and must be interpreted consistently with, the following governing instruments:

- 2025 AGM Resolution P06 – Provide Personal Email Addresses to Constituent Bodies (E);
- PIPSC Policy on Membership Lists
- PIPSC Policy on Privacy
- Applicable federal and provincial privacy legislation, including the Canada Not-for-Profit Corporations Act (CNPCA) and the Personal Information Protection and Electronic Documents Act (PIPEDA).
- Canada's Anti-Spam Legislation (CASL).



In the event of any inconsistency, the Policy on Membership Lists, the Policy on Privacy, and applicable legislation prevail.

Questions regarding interpretation or application of these Guidelines, or obligations under the referenced policies, must be directed to the General Counsel.



Appendix B

Personal Email Use Agreement

Access to Members' Personal Information

As President of a PIPSC constituent body or Consultation Team, I understand that access to members' personal email addresses is provided solely to support legitimate activities and responsibilities of the Institute and the body I represent and for no other reason or purpose.

By signing this agreement, I acknowledge that I have read, understand, and agree to the following:

1. **I have reviewed and understand** the Guidelines for the Use of Members' Personal Email Addresses.
2. **I acknowledge that** the following policies help explain how the Guidelines are to be applied and that they should be read together:
 - the Policy on Privacy,
 - the Policy on Membership Lists,
 - the Policy on Communications, and
 - the Policy on Official Languages.
3. **I agree to comply** with these policies and guidelines at all times when accessing, using, storing, or communicating with members using their personal email addresses.
4. **I will use members' personal email addresses only for authorized union purposes**, and only to the extent necessary to carry out my role as President.
5. **I will take reasonable steps to protect members' personal information.**
6. **I understand that access is conditional** on compliance with the above policies and guidelines, and that failure to comply may result in the suspension or withdrawal of access.
7. **I understand that this acknowledgement must be renewed every two (2) years**, or sooner if the applicable policies or guidelines are significantly updated.

This agreement is intended to support the responsible, respectful, and secure handling of members' personal information.



The Professional Institute
of the Public Service
of Canada

L'Institut professionnel
de la fonction publique
du Canada

Name: (please print) _____

Constituent Body or _____

Consultation Team: _____

Position: President

Signature: _____

Date: _____