

**Project Management Institute
North Saskatchewan Chapter**

Privacy Policy

Version 2.0



Approved by:
PMI NSC Board of Directors
March 7, 2016

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Introduction

The purpose of the Project Management Institute (PMI®) North Saskatchewan Chapter (hereinafter called “Chapter” or “NSC”) Privacy Policy is to provide the officers and members with a reference source to ensure the privacy of its members.

This policy supersedes the *E-mail Privacy Policy* of May 14, 2007, which is considered to be Version 1 of the current policy.

Jurisdiction and Authority

Since the primary focus of the Privacy Policy is the Chapter membership, the policy will be drafted by the VP Membership & Recruiting and approved by the Board of Directors. All changes and updates will require Board approval.

Administration of the policy is delegated to the VP Membership & Recruiting, and may in turn be delegated further without relinquishing ultimate responsibility.

Since much of this policy applies to electronic records and communication, the VP Communications has a major role in the administration of the policy. In particular, the VP Communications is responsible for ensuring that:

- All member data stored on the Chapter’s website is secure and only accessible to those who are authorized to access it; and
- Bulk communications sent on behalf of the Chapter conform to this policy.

External Requirements

Being incorporated in the Province of Saskatchewan, Canada, the Chapter is bound by the legislative acts, statutes and regulations of the province and the nation. The province has no specific privacy legislation that applies to the private sector. Therefore, the Chapter is bound by the federal *Personal Information Protection and Electronic Documents Act* (PIPEDA). At time of writing, the act can be found on-line at <http://laws-lois.justice.gc.ca/eng/acts/P-8.6/>.

The Chapter is also bound by Canada's anti-spam legislation (CASL), which governs who we may communicate with electronically, and the rights of those people. At time of writing, information on CASL can be found on-line at <http://fightspam.gc.ca/>.

The terms of the Charter executed between the Chapter and PMI Global, and the Chapter Component Bylaws shall take precedence over this policy and other authority granted hereunder.

Chapter Privacy Policies

PMI Global has a Privacy Policy that governs the information they collect from members and other individuals and how it can be used. It can be found on-line at <http://www.pmi.org/Home-PMI-Privacy-Policy.aspx>.

The North Saskatchewan Chapter adopts this policy for our own operations. However, since the PMI Global policy refers specifically to their website (<http://pmi.org>) and their information systems, and since NSC gets the vast majority of its member information from PMI Global, and since the NSC website is hosted by a third-party web hosting service, a number of clarifications and additions are made.

1. NSC will take every precaution to ensure that member information is secure on the Chapter website.
2. All statements in the PMI Global privacy policy concerning website security also apply to the Chapter website.
3. Any personal information collected by the Chapter itself, on both members and non-members, will be managed locally with the same provisions as the information from PMI Global.
4. NSC will not release any personal or professional information on members without their expressed consent.
5. NSC will communicate about Chapter business with *members of the Chapter* without additional authorization, and with *non-members* who have indicated they wish to receive it by signing up for it on the Chapter website or other contact. This includes:
 - Bulk mailing of newsletters;
 - Bulk mailing of event notifications and reminders;
 - Bulk mailing of information about volunteer opportunities;
 - Personal messages about events for which the person is registered such as confirmations, cancellations, venue or time changes, and PDU information;
 - Personal reminders about renewal of PMI membership, Chapter membership, and PMI credentials.

6. NSC will communicate with *past members of the Chapter*, or with *PMI members and credential-holders who live in the area serviced by the Chapter*, for purposes of inviting them to join the Chapter or otherwise participate in our events.
7. Any person can opt out of *bulk mailings* from the Chapter such as the email newsletter. A facility for this will be available on the Chapter website. If a person has opted out, the Chapter may still communicate with them regarding their personal relationship with the Chapter (e.g., membership and credentials).
8. NSC may occasionally send third-party information to our members if it is deemed to be of value to the membership. This will be done in such a way that the third party does not receive any information about our members unless members themselves provide it to them. Each such distribution of information requires explicit Board approval. Examples of such third-party information are:
 - Notices of events offered by other organizations that may be of interest to project managers (e.g., engineering societies, industry societies);
 - Training and educational opportunities related to project management or PMI credentials;
 - Information on external volunteer opportunities that require project management skills;
 - Invitations to participate in surveys or studies related to project management.
9. Members and non-members have a right to review the information kept about them and to correct it as needed. NSC will facilitate this as far as it can, given that most of the information is kept by PMI Global and must be changed there.
10. This policy will be posted on the public pages of the Chapter website.

Revision History

Version	Revised by	Reason	Approval Date
V1.0	VP Publicity and Support	Previous <i>E-mail Privacy Policy</i>	14-May-2007
V2.0	Alan Deschner, VP Membership & Recruiting	Original document	07-Mar-2016