

CNSF Privacy Policy

Definitions

- **Chief Privacy Officer:** the person within Canadian Neurological Sciences Federation (CNSF) who is responsible for ensuring compliance with privacy obligations, including this policy, with respect to the collection, use, disclosure and disposal of Personal Information by CNSF, its employees, contractors, officers and authorized agents. The Director, Finance and Strategic Operations holds this role.
- **Collection:** refers to the act of gathering, acquiring, recording or obtaining Personal Information from any source, by any means.
- **Consent:** voluntary agreement to the collection, use and disclosure of Personal Information for defined purposes. Consent can be express or implied and can be provided directly by the individual or by an authorized representative. Express consent can be given orally, electronically or in writing but is always unequivocal and does not require any inference on the part of CNSF. Implied consent can be reasonably inferred from an individual's action or inaction.
- **Customer:** Any individual, organization, or entity that derives value from our work and, in turn, has the potential to contribute resources—financial, strategic, or otherwise—to support our mission. This includes Members, government agencies, industry partners, sponsors, donors, and other stakeholders who engage with or benefit from our programs and outcomes.
- **Disclosure:** the act of making Personal Information available to others outside CNSF who, in the course of daily business, would not have a need nor access to the Personal Information of others normally held by CNSF.
- **Personal Information:** information about an identifiable individual that is recorded in any form, not including the individual's name, business title, business address or business phone number. Personal Information does not include aggregate information that cannot be associated with a specific individual.
- **Retention:** refers to the act of keeping Personal Information as long as is necessary to fulfil the stated purposes, or as long as otherwise specified by law.
- **Third Party:** any individual or organization aside from the CNSF and its Customers.
- **Use:** refers to the treatment, handling and management of Personal Information by CNSF.

Background / Intent

CNSF is committed to protecting and securing the Personal Information entrusted to us by our employees, Members and Customers. We take great care in managing their Personal Information. Our priority is to comply with the privacy laws that apply to our organization including Canada's Personal Information Protection and Electronic Documents Act (PIPEDA), substantively similar provincial privacy legislation, and any other data protection laws that apply to CNSF from time to time.

This privacy policy stands as a reflection of our commitment to privacy.

Policy Statement and Description

CNSF will comply with the applicable Canadian privacy laws for personal data privacy and protection relevant to our Members and Customers.

It is the responsibility of CNSF to safeguard and be responsible for the Personal Information provided by Members and Customers. While in its possession, CNSF makes every reasonable effort to safeguard Personal Information in accordance with Canadian privacy laws, implementing security protections against loss, theft, accidental disclosure and unauthorized access.

Prior to requesting Personal Information from a Member or Customer, CNSF will inform them in writing or orally what will be collected and the purpose(s) for which it will be collected.

On provision of Personal Information, CNSF will deem that consent has been given by the respondent to use the information for the purposes(s) explained to the Respondent

The continued use of products and services by a Member/Customer constitutes implied consent for CNSF to continue collecting, using and disclosing Personal Information for all identified purposes.

Members or Customers may withdraw consent at any time, subject to legal or contractual restrictions and reasonable notice. CNSF will inform Members/Customers of the implications of withdrawing consent.

Collection of Personal Information

CNSF works to ensure all Personal Information in its possession is accurate and up to date. CNSF requests that Members keep the Personal Information on their profiles up to date and that they reach out to CNSF if any inaccuracies are identified.

Use of Personal Information

Generally, CNSF will only ask for Personal Information for the following purposes:

- i. Conducting business, including membership recording and billing activities.
- ii. Providing the products and performing the services expected by our Members/Customers or as set out in contractual obligations with our Members/Customers.
- iii. Determining eligibility for Membership.
- iv. Processing membership applications or renewals.
- v. Collecting and processing membership dues.
- vi. Distributing information about CNSF programs, CPD activities, updates, announcements, etc.
- vii. Gaining insight from Members in order to develop services and activities tailored to Member interests, e.g. through a learning needs assessment and surveys.
- viii. Analyzing membership demographics for future planning and to monitor trends.
- ix. Responding to Member questions and communications.
- x. Developing, enhancing, marketing or providing products and services.
- xi. Complying with legal and regulatory requirements.
- xii. Contacting Members to request their participation in CNSF initiatives such as committees, working groups, and CPD event planning.

Participation in CNSF Congress and other events: CNSF collects and uses Personal Information from Members and event participants for:

- i. Processing event registration.
- ii. Organizing and administering the event, including facilitating accommodation for delegates and speakers.
- iii. Developing program and event material and confirming event attendance.
- iv. Making attendee lists for events.
- v. Submitting and reviewing scientific works for presentation.

- vi. Where permission has been granted, sharing of Personal Information with exhibiting companies or sponsors as it relates to their participating in events.

Disclosure of Personal Information

- i. Unless required by law, CNSF shall not use or disclose for any new purpose, Personal Information that has been collected without first identifying and documenting the new purpose and obtaining the consent of the Member/Customer.
- ii. CNSF will only share Personal Information under its custody with third parties with the consent of the individual(s) whose Personal Information would be shared.
- iii. When CNSF discloses Personal Information with a third party, it will enter into a written agreement with the third party to ensure protection of the Personal Information in accordance with this policy and Canadian privacy law.
- iv. CNSF may Anonymize Personal Information by removing any identifier(s) such that it no longer falls under the definition of Personal Information. Anonymized data may be used for research purposes and may be shared (along with reports and analyses) publicly or with other third parties.

Disposal of Personal Information

- i. CNSF retains Personal Information as long as required to fulfill its purposes. Once no longer required, CNSF applies commercially reasonable safeguards to securely destroy the Personal Information from its systems.

Disclose of Changes to Privacy Policy

CNSF is committed to transparency in its handling of Personal Information. Should any material changes be made to this Privacy Policy, CNSF will take reasonable steps to inform Members and Customers of the nature and implication of such changes.

Changes to the Privacy Policy will be communicated through one or more of the following methods:

1. Sending an email notification to Members
2. Including a notice in CNSF newsletters or other regular communications.

The effective date of any revised Privacy Policy will be clearly stated. Continued use of CNSF Products and services following the effective date of the revised policy will constitute acceptance of the changes.

Scope – Inclusions and Exclusions

Privacy laws related to USA or EU or other jurisdictions do not apply.

Links to relevant Legislation

Federal

Act	Scope	Link
Personal Information Protection and Electronic Documents Act (PIPEDA)	Private-sector organizations	https://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-personal-information-protection-and-electronic-documents-act-pipeda/

Approved by the CNSF Executive Committee November 5, 2025