

Local 94 of the Canadian
Federation of Students



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Section 94 de la Fédération
canadienne des étudiant·e·s

Policy Manual

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Policy Manual

These policies are adopted pursuant to By-Law 22.

This document is to be interpreted in conjunction with the By-Laws.

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Section 1 : Standing Orders for Board Meetings

Time Saver (200626 B-1)

1. Every meeting of the Board of Directors shall be adjourned three and a half hours after the start of the meeting; for the purposes of the present policy, the start of the meeting is defined as the moment the chair calls the meeting to order.
2. Once three hours have elapsed in a meeting of the Board of Directors, the Chair shall call for a vote on extending the length of the meeting by one hour. If a majority of Directors present vote in favour of the motion, the meeting shall be adjourned six hours after the start of the meeting.
 1. If the vote fails to receive the support of a majority of Directors present, the meeting shall be adjourned fifteen minutes from the announcement of the results of the vote and any remaining items on the agenda shall be postponed to the subsequent meeting of the Board of Directors.
3. Four hours from the commencement of a meeting of the Board of Directors, the Chair shall call for a vote on extending the length of the meeting by one hour. If two-thirds of Directors present vote in favour of the motion, the meeting shall be adjourned seven hours after the start of the meeting.
 1. If the vote fails to receive the support of two-thirds of Directors present, the meeting shall be adjourned fifteen minutes from the announcement of the results of the vote and any remaining items on the agenda shall be postponed to the subsequent meeting of the Board of Directors.
4. Five hours from the commencement of a meeting of the Board of Directors, and every subsequent hour thereafter, the Chair shall call for a vote to extend the length of the meeting by one hour. If all Directors present vote in favour of the motion, the meeting shall be adjourned one full hour from the announcement of the results of the vote.
 1. If the vote fails to receive the support of all Directors present, the meeting shall be adjourned fifteen minutes from the announcement of the results of the vote and any remaining items on the agenda shall be tabled to the postponed meeting of the Board of Directors.

Consideration of Business (200626 B-2)

1. After reading an order of business, the Chair shall call upon the Director who requested the item be made an order of business – or any other individual nominated by that person with the consent of the Chair – to make a presentation, of no more than 4 minutes, to introduce the item.
2. Following an introduction of an order of business, the Chair shall call for a Question Period.
 1. The Question Period shall be limited to ten minutes.

2. Any Director or Observer or any other person with the consent of the Chair, shall be permitted to ask a question pertaining to the introduction of the item.
3. The Question Period may be extended by a vote of the majority of Directors present.
3. Following a Question Period, the Chair shall proceed to Debate on the motion.

Debate (200626 B-3)

1. Debate on an item of business shall be limited to twenty minutes.
2. Each individual intervention shall be limited to three minutes.
3. Every individual is entitled to only one intervention on each item of business. If no other Director present seeks the floor to intervene, any Director who has already spoken shall be allowed to make one additional intervention on the matter. A Director who has not yet made an intervention and seeks the floor shall take priority over any Director who has already intervened at least once on the matter.
4. Debate may be extended beyond twenty minutes by the vote of a majority of Directors present.

Extended Debate (200626 B-4)

1. An order of business may be designated for Extended Debate at any time before the Agenda is ratified.
2. A designation for Extended Debate requires the support of at least five Directors of the Board who must all be present at the meeting the order of business is taken up.
3. Extended Debate on an item of business shall be limited to thirty-five minutes.
4. Each individual intervention shall be limited to three minutes.
5. Every individual is entitled to only one intervention on each item of business. If no other Director present seeks the floor to intervene, any Director who has already spoken shall be allowed to make one additional intervention on the matter. A Director who has not yet made an intervention and seeks the floor shall take priority over any Director who has already intervened at least once on the matter.
6. Debate may be extended beyond thirty-five minutes by the vote of a majority of Directors present.

Reports (200626 B-5)

1. For further clarity, this section applies to all reports delivered to the Board including executive updates and reports from directors or other student representatives including Graduate Student representatives for the Board of Governors and Senate.
2. Reports will be limited to four minutes each.

Observer motions (180130B-1)

Any member of the Association, providing that their proposal is supported, and therefore countersigned, by a minimum of 5 other members, may present motions to the board. Motions will be subject to the same regulations and restrictions as those defined in the By-Laws.

Indigenous observer (161129B-1)

The GSAÉD shall have an indigenous student observer seat on the BOD, as chosen by the Aboriginal Resource Center, to act in an advisory role to the board.

Motions on the agenda (171026B-1)

All motions on the agenda will include the motion itself or a brief synopsis of what the motion will detail.

Chair election process

Chair election committee (180628 B-1)

Within one month of the term of the Chair expiring, or within one month of the Chair announcing their planned resignation, the Board shall strike an Ad Hoc Committee on the Chair Nomination Process.

This committee will be responsible to

- Prepare a call for candidacy and the form for application
- Select candidates according to the criteria provided by the bylaw
- Submit to the Board of Directors the candidates at the following Board of Directors Meeting

The Committee shall consist of:

Internal commissioner (Chair), and at least two other directors.

This Ad-Hoc Committee shall have a term ending at the board meeting following its creation, unless the Board decided otherwise.

Section 2 - Operational Policies

Executive Honoraria (190326B-1)

The amount of the honorarium for the Executive Officers of the Association shall be equivalent to the rate of pay of a graduate student teaching assistantship per hour, for 480 hours.

Chair honorarium (190326B-1)

The amount of the honorarium for the Chair of the Association is set at 7 hours per month of the current graduate student teaching assistant rate as defined by the CUPE2626 collective agreement.

Chief Returning Officer (190528B-1)

The amount of the honorarium for the Chief Returning Officer of the Association is set at equivalent of 100 hours compensated at the current rate for a graduate student TA as defined by the CUPE2626 collective agreement.

The Chief Returning Officer will submit an annual report containing: the breakdown of tasks performed in the duties of the CRO position with the number of hours associated with each task to the Elections Committee; and recommendations for the following mandate.

This policy entered into force as of September 2019.

Departmental Associations

Departmental Association Registration (170926B-1)

Departmental Associations requesting disbursement funding from GSAED must first provide verifiable electoral results from the current academic year and must request their funding through GSAED's Departmental Board of Directors. Otherwise, requests will be received but may be subject to further verification and GSAED approval.

Departmental association financing (190625B-1)

The Association grants funding to departmental associations for the Fall and winter semester of the academic year. This semestrial funding is set at \$100, plus \$ 5.50 per full-time student and \$ 2.75 per part-time student.

For the summer semester, this semestrial funding is set at \$100, plus \$ 2.75 per full-time student and \$ 1.37 per part-time student.

Each year, this financing will be adjusted according to the rate of change in the Canadian Consumer Price Index for Ottawa-Gatineau (Ontario portion).

This policy is effective as of summer 2020.

Email lists for departmental associations (171026B-1)

All duly registered and recognized Departmental Associations of the GSAÉD shall be considered as constituent organizations of the GSAÉD in the context of Article 17 of the University of Ottawa's Policy 14a. Therefore the GSAÉD shall authorize Departmental Associations to request and obtain the contact information of their members in the manner described in Article 17 of the University of Ottawa's Policy 14a.

Emails of departmental representatives (190430B-1)

The names and institutional emails of departmental representatives (i.e. directors as described under Bylaw 6.5(a)(i)) shall be published on the GSAÉD website, to facilitate communications. Special exceptions to this policy be allowed, at the discretion of the Internal Commissioner.

Documents

Accessibility to an Exhaustive Version of the Bylaws (130501C-1)

The executive of GSAÉD shall maintain an exhaustive version of the Bylaws and make it available online.

Online publication of the Executive Committee Minutes (14-0401C-2)

The Executive Committee shall make a record of its proceedings, in compliance with GSAÉD Bylaws; and shall make the minutes of the Executive Committee available online in a timely manner.

Correspondence (110701C-1)

Any letter submitted to GSAÉD (for information, approval etc.) by a GSAÉD Executive Member or any other councilor be submitted in both official languages as to allow for all interested parties to fully understand the contents of such a letter.

All GSAÉD councillors be informed of any official letter sent by a GSAÉD representative (executive member or councillor) on behalf of GSAÉD and/or graduate students.

Minutes – record keeping (200128B-1)

The Board appoints the association's General Council (GC) to manage the GSAÉD's record keeping requirements under the Ontario Corporations Act and the Corporations Information Act of the GSAÉD; The GC shall update and maintain an electronic minute book for the GSAÉD, containing, amongst other items, the minutes of the Board and the Member meetings, important agreements and governing documents;

The GC shall provide updates to the Board during the first month of every semester on all legal matters relating to the GSAÉD.

Authority and accountability in legal matters (200128B-2)

The Board is responsible for opening, managing, or closing all legal matters, whether with the General Council (GC) or otherwise; The executive committee may open legal matters with the GC.

The Board is responsible for beginning or terminating any work relationship with a legal practitioner.

The GC, as obligated under section 3.2-8 of the Rules of Professional Conduct, must advise the Board if the GSAÉD or any of its members has acted, is acting, or intends to act dishonestly, fraudulently, criminally, or illegally during any given matter.

Scholarship

Scholarship Committee (180626 B-1)

In accordance to the article 12.2 of the by-laws, the Board ratifies and confirms the Appointment of the scholarship committee.

This committee is responsible for:

- To receive scholarships applications
- Analyze in committee all requests
- Grant scholarships according to established criteria
- To receive any type of request, dissolution of scholarship for evaluation in accordance to the budget

NB: The scholarship targeted by this committee is the Lucie Morin Scholarship

This committee consists of

- Finances commissioner: president
- Internal commissioner: member
- University affairs: member
- 2 Board members.

Emergency Grants (Policy to come)

Lucie Morin Scholarship (190129B-1)

The Lucie Morin Scholarship aims to award funding based on both academic merit and financial need. The scholarship will award 10 scholarships each for Fall and Winter semesters of \$1000 each for international students (\$20,000 of total funding available per year)

This scholarship will be given to students who received funding less than \$5000. We ask that they provide us by a pre-determined deadline the following:

- Maximum 500 word summary of their research focus
- Maximum 500 word document outlining financial need
- Academic CV
- Current uOttawa Statement of Account

GSAÉD Inclusive research scholarship (190326B-2)

The GSAÉD Inclusive Research Scholarship shall be awarded to four students per year; (two in the fall term and two in the winter term).

Each student shall receive \$500 each, for a total of \$2000 per year, taken from the GSAÉD Solidarity Fund;

The Campaign Committee shall select the fellowship topics each new term; the Scholarship Committee shall determine the selection process.

Endowment Fund (140630B1)

The Association has earmarked \$30 000 for the creation of a non-expendable endowment fund for emergency financial assistance for its members through Campaign Campus. This endowment fund will generate at least three \$500 bursaries per year.

To be awarded one of these bursaries, students must meet the following criteria:

- be a registered full or part-time graduate student at the University of Ottawa; and
- show a need for financial assistance as stipulated by the criteria of Financial Aid and Awards Services

The recipient is not required to apply to other governmental funding. The recipient can also receive financial aid from other sources.

The bursary will be granted by a committee composed of at least two executive members of the Association.

Café Nostalgica

Financial transfers to the Café (090801C-1)

Except in emergency situations, all motions regarding the transferring of funds to the Café must be circulated to members in advance alongside the Council agenda, and must include a related summary and detailed financial information.

Trademark

POTB Trademark (150721C-2)

GSAÉD accepts that it be transferred the ownership of the application for trademark registration "Psychology Outside the Box Conference (POTB)" filed with the Canadian Intellectual Property Office, and thus become the owner " by proxy " of the trademark for the POTB and GASP GASP.

GSAÉD commits in advance to transfer the trademark to POTB or GASP GASP - if ever one of these entities incorporated and becomes able to own it, noting that POTB undertakes for its part to cover the costs associated with the transfer and ownership of the trademark.

Grad House Policy(200526B-1)

Mission

The purpose of the Grad House is to provide an academic, social, and cultural space for graduate students at the University of Ottawa. This document explains the policies related to the building and room usage at the Grad House in all areas, with exceptions. All requests for exceptions and special permissions must be received in writing and

granted by the Graduate Student Association d'étudiant.e.s diplôme.e.s. (GSAED) Executive Committee. Failure to adhere to the guidelines outlined in this policy may result in forfeiture of deposit and/or limited or restricted access to room reservations.

Eligibility

The following affiliated groups are eligible to request rooms and space at the Grad House. Eligibility for room usage is different from room charges, which are described in a later section.

1. Departmental associations that are part of the GSAED. Examples may include: Chemistry graduate student association, Biology graduate student associations, etc.;
2. Currently registered graduate students at the University of Ottawa;
3. The University of Ottawa Student union (UOSO) and University of Ottawa-affiliated organization. For example, Pride centre, Women's Resource Centre, Community Life Services, etc.;
4. Other organizations, especially not-for-profits, whose primary mission and intended event or meeting is to enhance cultural life on campus.;

The GSAED Executive Committee will give priority to requests from affiliated groups (1 and 2 above). Requests from other organizations will be considered but will be subject to availability, ease of scheduling, hours of operation and staff attendance, and relevance of the proposed activity to the mission of GSAED and the Grad House.

Reservation Time Frames

Departmental associations or graduate students may initiate requests for reservations up to two (2) months in advance. A refundable cash deposit of \$60.00 and submission of Event Space Application will be required at initial request for reservation and will be returned within 48 hours after the conclusion of the event. All event details (scheduling time, etc.) are required no later than seven business days prior to the event.

Reservations requests made after this time will not be guaranteed. Cancellations are required 48 hours before the requested event and refund for deposit will be provided.

Request and Scheduling Process

Requests for room reservation must be made by submitting the **Event Space Application** and refundable cash deposit to GSAED's Administration and Services Coordinator (info@gsaed.ca).

Affiliated groups 1 and 2 are permitted to hold events on the weekend in GSD209 and GSD307, but requests for a weekend event must be outlined in the **Event Space Application** and cannot exceed the room capacity. Affiliated groups 3 and 4 may request to hold an event on the weekend, but these requests are subject to room availability.

When a reservation request is made, it can take up to three business days for the application to be processed.

Once it is processed, a confirmation email will be sent to the primary contact person.

Food and Drink

Use of food, non-alcoholic and alcohol beverages is permitted.

Use of alcohol in the Grad House is permitted when reserving room GSD209 and GSD307. A Special Occasions Permit (SOP) is required for any event where alcohol is present. The SOP can be requested by contacting the Café Nostalgica manager (nostalgica@gsaed.ca) and the GSAED Resources Commissioner (Resources@gsaed.ca) fourteen days (14) prior to start of the event.

Any event where alcohol is present will require a Café Nostalgica server to be present. Contact the Café Nostalgica manager and Resources Commissioner for more information regarding server wage during an event.

External catering is permitted on the second and third floor of the Grad House . Catering through Café Nostalgica can be requested by contacting the Café Nostalgica manager (nostalgica@gsaed.ca) seven (7) days before the start of the event. Catering menu can be found at: <http://cafenostalgica.ca/catering/>

In all cases, the primary contact person is responsible for the cleanliness of the room and space. Cleaning material will be provided to the primary contact person. Failure to return room to proper cleanliness will result in the forfeiture of aforementioned deposit.

General Room Usage

Associations, organizations, and individuals may rearrange furniture in the room to accommodate usage, but the furniture should be returned to its original location at the conclusion of the event.

Wireless access throughout the Grad House is available through the University of Ottawa eduroam.

Room charges

Affiliated groups 1 and 2 , outlined in eligibility section above, are exempt from Grad House room charges

Affiliated group 3 will be charged a refundable retainer of \$200.00 for use of Grad House space. This charge can be paid by the University of Ottawa Student union (UOSO) on behalf of UOSO organizations.

Affiliated group 4 will be charged a non-refundable rate of \$40 per hour for room usage in addition to the room deposit. Additional charges may apply for common areas.

Miscellaneous

Cancellation: Cancellations should be received at least ten (10) business days prior to the event. If late or no notice is given, the GSAED may decline future reservations for the group. Cancellation policy will be waived if weather conditions or other emergencies cause the cancellation.

Safety: Due to fire code regulations, the number of guests attending the scheduled function may not exceed the capacity of the room (see table 1 in Appendix I). In addition, all aisles leading to exit doors cannot be obstructed.

Damage: The individual or the organization who causes damage at Grad House space will be held financially responsible for any damages attributable to their use of Grad House furnishings, equipment, building or facilities.

Room Capacity : Users of the Grad House must not exceed the room capacity when holding an event. The table in Appendix I outlines the maximum capacity permitted per room. Failure to adhere to the room capacity limits may result in forfeiture of deposit and/or limited or restricted access to room reservations.

Failure to follow the Grad House policy guidelines may result in limited or restricted access to room reservations

Appendix I

Table 1. Room capacity limits for the Grad House

Room number	Location	Maximum Capacity	Accessible?
GSD209	Second floor of the Grad House	16 persons	Yes
GSD307	Third floor of the Grad House	42 persons	Yes

Elections Referendum Policy (210126B-1)

Section 1: Elections Policy

1. Responsibility

The Chief Returning Officer (CRO) shall be responsible for all aspects of elections.

2. Chief Returning Officer Limitations and Honorarium

- a. The CRO may not be a candidate or have a role in assisting any candidate or organisation of candidates in a GSAÉD election campaign.
- b. The Association will pay the CRO an honorarium per election dictated by a policy.

3. Responsibilities of the Chief Returning Officer

The CRO shall be responsible for the following:

- a. To act as the official representative of the GSAÉD in all matters pertaining to elections administered by the GSAÉD;
- b. To organize all elections administered by the GSAÉD;
- c. To ensure that the procedures are respected;
- d. To call for electoral nominations;
- e. To announce candidates;
- f. To develop the ballots;
- g. To announce the time, date, and how to vote during the elections;

- h. To prepare the electronic platform to vote and to send the information containing the voting procedures via email to the members;
- i. To organize a staff to assist the CRO in any or all aspects of the elections;
- j. To compile the results;
- k. To announce of the official results to the candidates, the Board, the membership, and the media;
- l. To submit a report to the Board or General Meeting of the Association; to be filed in the archives of the Association;
- m. To ensure that the procedure for the destruction of ballots is properly followed by Board or by a General Meeting;
- n. To brief the candidates on proper general elections policies and procedures;
- o. To ensure adequate bilingualism of the electoral process;
- p. To elaborate the process for regulating associations of candidates.

4. General Elections

- a. A General Election shall be held once each year, during the last full week of March, and at other times as necessary.
- b. All members shall be eligible to vote.
- c. A member may not put forward their candidacy for more than one position. In the situation where the CRO receives a second candidacy, it will be considered invalid.
- d. The General Elections will elect all Commissioner positions, the student representatives to the Board of Governors and Senate, as well as directors for all member-classes who opt-in to having the GSAÉD run these elections.
 - i. The CRO shall contact all Departmental Associations at least one week before the beginning of the nomination period to offer to administer the election of a Director for their Member Class.
 - ii. The executive committee of the Departmental Association shall be responsible for making this decision, and in the absence of a response before the beginning of the nomination period their decision will be presumed to administer the election themselves.
 - iii. Should no recognised Departmental Association for a Member Class exist, the GSAÉD shall assume the responsibility of administering their elections until a Departmental Association can be formed or re-activated.

- iv. Candidates for the Director positions will be elected solely by members registered in the same department. If a member is registered in more than one department, they must choose for which department they can put forward their candidacy or vote.

5. Nominations for General Elections

- a. Nominations for the positions of Commissioners and Directors shall be open from, at the latest, the last Monday in February shall be open for at least eleven business days. Nomination forms can be obtained from the Chief Returning Officer. Nominations for Commissioners shall bear the signatures of five (5) members of the Association as well as that of the nominee. Nominations for Directors shall bear the signatures of three (3) members of the Association studying in the declared department of provenance (per 4.c.i). Nomination forms for both Commissioner and Directors must be submitted to the Chief Returning Officer.
- b. The CRO shall announce the list of valid nominations the day after they close.
- c. If only one nomination for a position is received, there shall be a yes/no ballot.
- d. In the event that no valid nominations for a position be received by the Chief Returning Officer, nominations shall be reopened upon the announcement of the candidate list and close one (1) week later. The CRO shall announce the second close of nominations of valid nominations received after that additional week.
- e. In the event that no valid nomination be received by the end of the second nomination period, a byelection shall be held. Nominations shall be opened for a specific time after which the membership shall elect a suitable candidate.
- f. The CRO and the Elections Committee will also be responsible for promoting diversity in the pool of candidates for the General Elections.
 - i. For the purposes of the present policy, a candidate from an equity seeking group is defined as a candidate who self-identifies as Indigenous, a Person of Colour or Racialized Person, LGTBQIA2S+, Queer or as having a disability.
 - ii. At least half of Commissioner positions should have at least one candidate from an equity-seeking group and at least half of Commissioner positions should have at least one candidate who does not identify as a man. The overall pool of candidates for Commissioner positions should further include candidates from at minimum two faculties.
 - iii. If, at the end of the nomination period, the conditions stipulated in section 5.f.ii above are not met, the CRO shall extend the nomination period for all positions as described in 5.d. During this extension, the Elections

Committee and CRO, with assistance from the Board of Directors, shall make efforts to reach out to potential candidates from groups under-represented in the current candidate pool. These efforts may include both broad appeal and contacting individuals directly.

- iv. Regardless of the success of the efforts described in 5.f.iii above, and regardless of the total number of candidacies received, the nomination period may be extended only one time for any reason.

6. Advertisements

- a. Advertisements shall consist of dates of voting, hours of voting, voting procedures, the candidates' names and the name of the Association.
- b. Advertisements shall be placed:
 - i. On campus posting locations 14 days prior to the final voting date;
 - ii. On the Association's website;
 - iii. On GSAÉD social media accounts

7. Campaigning

- a. No campaigning may be undertaken other than during the designated campaign period.
- b. Campaigning is defined as any action taken by a candidate, or any action taken on their behalf, designed to influence voters.
- c. All forms of media may be used during the campaign period.
- d. During the campaign period, no campaign sign may be removed from any posted location without the authorization of the Chief Returning Officer.
- e. Neither the physical nor electronic resources of the Association office may be used in the preparation or dissemination of campaign material, except with the agreement of all candidates and the Chief Returning Officer.

8. Publicity Regulations

- a. Each candidate must comply with posting regulations of the University of Ottawa and the Association.
- b. Campaign materials must not be libellous, racist, sexist, homophobic or discriminatory in any way.
- c. Each candidate is limited to 200 posters in total.

9. Rules for Debates

- a. The CRO may organise a debate between candidates. The debate shall be moderated by a bilingual chairperson which who shall be a is a member of the Association and appointed by the CRO. The chairperson will not consider points of order of any kind. All questions shall address election issues. Other questions may or may not be entertained at the discretion of the chairperson. The CRO, at their discretion, may decide to organise a single bilingual debate or separate English and French debates.
- b. As an alternative to, or in addition to a debate, the CRO will publish content on the website so that all candidates' views can be showcased online for all students to see. The published material includes candidates' biographies and videos. Material shall be provided to the CRO in both official languages. The length and admissible content will be decided by the CRO.
- c. Submission of a candidate biography or written platform will be mandatory for all candidates for Commissioner positions.

10. Voting

- a. An electronic ballot shall be held during the last full week of March.
- b. Voting shall take place over three consecutive days.
- c. Members shall receive voting instructions at their uOttawa email address.
- d. No proxy voting shall be allowed.

11. Counting of Ballots

- a. The General Elections have a quorum of 1% of the members.
- b. A plurality of unspoiled ballots cast will decide the outcome of any election.
- c. In the event of a tie, a byelection shall be held.

12. Violations

The following shall be considered to be violations of electoral procedure:

- a. The making or publishing of any false statement of fact, by a candidate of the personal character or conduct of a candidate or one of its representatives;
- b. The direct or indirect offer, procurement or provision of, or promise to procure or provide, money, valuable consideration, office, employment or alcoholic drink to induce any person to vote or refrain from voting;

- c. The acceptance, reception of, or agreement to accept or receive, money, valuable consideration, office, employment or alcoholic drink in exchange for the promise to vote or refrain from voting;
- d. Willfully voting or attempt to vote more than once in an election; and
- e. The violation of, or an attempt to violate, the principle of secrecy of the vote.

13. Campaign Impropriety and Appeals

- a. No candidate may, using their own initiative and discretion, attempt to enforce the rules for elections.
- b. Campaign Impropriety is defined as any action undertaken by a candidate or their representative during the campaign and voting period that can be shown to be violations of any part of the GSAÉD Bylaws, policies, or the agreement between the parties reached at the All Candidates Meeting. The Chief Returning Officer shall decide on any charge of campaign impropriety, and where a violation is deemed to exist, may take the following actions:
 - i. Reduce or eliminate a candidate's subsidy;
 - ii. Levy a fine against a candidate; and
 - iii. Declare an election to be void.
- c. Violations of the following nature will result in automatic disqualification of the candidate:
 - i. Tampering with other candidates' signs so as to cause their being defaced or removed;
 - ii. Spending more than maximum spending limit.
- d. Appeals regarding sanctions levied by the Chief Returning Officer shall be made in writing to the Elections Committee within 48 hours of the announcement of sanctions. The Elections Committee shall render a decision and make such decision public within two days following their meeting.
- e. In the event a winning candidate is disqualified, the runner-up will take the place of the disqualified winner.
- f. Ballots for Association elections, be they electronic or physical, shall not be discarded until after the deadline for election appeals has passed.

14. Validity

- a. Any member of the Association may challenge the validity of an election in a written submission to the Chief Returning Officer within two business days after

the close of balloting. Such submission shall contain the appellant's name, student number, telephone number and email address, as well as a detailed account of the alleged reasons for invalidating the election/referendum.

- b. The Chief Returning Officer shall investigate the appeal and take appropriate action in response to the submission.
- c. When the Chief Returning Officer has rendered a decision on the submission, a further written appeal may be taken to the Elections Committee within two business days of the announcement of the decision.

15. Ratification of Electoral Winners

- a. The elected Officers and Directors shall take the following Oath at the Board meeting following their election: "I, [name], do hereby swear to faithfully fulfill my duties as [position] and to uphold the Constitution and Bylaws of the Graduate Students' Association of the University of Ottawa." The Oath shall be administered by the Chair.
- b. Actual transfer of signing authority and responsibilities of the Executive Office shall take place on the first of May, at which time the retiring Officers shall formally hand over office to the incoming Officers.

16. Campaign Expenses and Subsidy

- a. The Association shall provide subsidies for campaign expenses incurred by candidates for Commissioner positions of 75% of the maximum spending limit. The spending limit will be \$150 unless changed by an ordinary resolution of the Board.
- b. The Association shall not provide subsidies for campaign expenses incurred by candidates for positions on the Board. The spending limit will be \$50 unless changed by an ordinary resolution of the Board.
- c. All candidates shall submit to the Chief Returning Officer documentation of all expenditures by the election day.
- d. The Chief Returning Officer shall have the authority to disallow any campaign expenditure.

17. Elections Committee

- a. An Elections Committee for each general or by-election shall be struck before the beginning of the nomination period and shall remain in place until all appeal deadlines have passed. The Committee shall be composed of the Chair and at least two members to be nominated by the Board.

- a. The members shall not be part of the staff that assists the CRO in any other aspects of general elections; nor should they be candidates for this election, or have a close association or other of personal conflict of interest with any candidate.
- b. The Chair of the association shall be the chairperson of the committee. Should the Chair be unqualified or unable to fulfill this responsibility or should there be no Chair at the time of the election, the Board shall appoint a director as Chairperson by ordinary resolution.
- c. The Elections Committee is responsible for appeals regarding sanctions levied by the CRO, and shall follow the procedure detailed within this Policy, section 14.
- d. The decision of the Elections Committee shall be final.

18. Byelections

- a. In the event that no valid nominations are received at the end of the second nomination period for any Commissioner position, or that a Commissioner position becomes vacant, a byelection shall be called with the following procedure:
 - i. Nominations for byelections shall be opened the day after the general election until the next Annual General Meeting.
 - ii. Byelections for the vacant positions shall be held at the AGM by a secret ballot.
 - iii. If only one nomination is received, there shall be a yes/no vote.
- b. If a Director's position remains vacant after the General Election, or becomes vacant by other means, the relevant Departmental Association shall organise a Member-Class Meeting in order to hold a by-election.
- c. In the event where a Commissioner position becomes vacant an election for an interim Commissioner may be held at the next Board meeting, and a permanent replacement shall be elected at the next General Meeting.
 - i. The date of the election, eligibility requirements, and duties of the position shall be advertised at least one week prior to the byelection.
 - ii. Nomination shall be accepted until 17:00 on the day of the Board meeting.
 - iii. The term of the interim Commissioner shall last until a General Meeting or election can be held.

- iv. Interim elections for Commissioners shall be conducted by secret ballot at the Board meeting.
- v. If only one nomination is received, there shall be a yes/no vote.
- vi. In the event that no nomination be received, the Board will then be responsible to nominate an eligible member of the Association to that position, or to divide the position's responsibilities between the remaining officers.
- vii. Should an interim Commissioner be appointed or not, a permanent replacement shall be elected at the next General Meeting under the procedures described in section 18.a of this policy.
- viii. The board shall ensure that a General Meeting or election be held within 3 months of the vacancy arising, or before the end of September should the vacancy arise during the summer session.

19. Slates of Candidates

Slates or associations of candidates will not be recognised by the GSAÉD and all candidates must run as independents. Candidates may comment upon or endorse candidates for other positions, but all campaign material must be entirely independent.

Section 2: Referenda Policy

1. Responsibility

The Chief Returning Officer (CRO) shall be responsible for all aspects of referenda.

2. Chief Returning Officer Limitations and Honorarium

The CRO may not be a candidate or have a primary role in any organization officially taking part in a referendum campaign.

3. Responsibilities of the Chief Returning Officer

The CRO shall be responsible for the following:

- a. To act as the official representative of the Association in matters pertaining to referenda;
- b. To organise all referenda;
- c. To ensure that the procedure is duly followed;
- d. To call for referenda committees;

- e. To develop the ballot and the definition of “spoiled ballot”;
- f. To announcement of the time, date and how to vote;
- g. To prepare the electronic platform to vote and to send the information containing the voting procedures via email to the members;
- h. To organize a staff of volunteers to assist the CRO in any or all aspects of referenda;
- i. To compile the results;
- j. To announce of the official results to referenda committees, Board, the membership and the media;
- k. To submit a report to the Board or General Meeting of the Association; once that report is adopted, it will be filed in the archives of the Association.

4. Referenda

The present procedure must be respected for the results of referenda to be recognized as the decision and/or official position of the members of the Association.

5. Calling Referenda

Referenda may be called by the following means:

- a. A two-thirds (2/3) majority vote of Board, or by a petition signed by 10% of the members, with no more than 25% of signatories coming from the same departmental association.
- b. Referenda can only be held while classes are in session during the fall and winter terms. A referendum must take place no sooner than 30 days (exempting the months of August and December from this calculation) from the time it is called.
- c. The Board must determine and approve the referendum question at the meeting at which it calls the referendum, or at the Board meeting following the call of a referendum by way of petition.
- d. No later than five (5) days after referenda questions are approved, the Association must put in place the advertisements described in Section 9 of this policy.

6. Minimum Period Between Referenda

In order for the Board to call a referendum, the Association may not have held a valid referendum on the same or nearly the same question within the

previous twelve (12) months.

7. Referenda-Specific Rules

- a. The Chief Returning Officer shall decide before the votes are counted whether the referenda have been properly conducted.
- b. The Chief Returning Officer shall present the decision regarding validity/invalidity or the conduct of the referendum to Board for procedural ratification:
 - i. If valid, the results of the voting shall be binding on the Association;
 - ii. If invalid, Board will hold a re-run of the referenda at a later date.

8. Referendum Campaign Committees

- a. Only one campaign committee for the 'yes' side and one campaign committee for the 'no' side will be permitted to officially participate in referenda campaigns. Each campaign committee must be chaired or co-chaired by a member of the Association.
- b. To obtain official status, each campaign committee must register with the CRO. For referenda, registration will proceed on a first-come, first-serve basis and will open 12 days after the referendum has been called and close the day before the referendum campaign begins. Each campaign committee must submit the name(s) of the chair or co-chairs, the name of the committee members and a committee platform (maximum length: 500 words).
- c. Should no registrations for a campaign committee be received, the registration period will be extended by the CRO until both committees are formed, however the campaign period will not be delayed.
- d. Campaign Committees must register all members and volunteers with the CRO, and declare any conflicts of interest.

9. Advertisements

- a. Advertisements shall be placed:
 - i. On campus bulletin boards;
 - ii. In University publications;
 - iii. On the Association's web page;
 - iv. On GSAÉD social media accounts.

- b. Advertisements shall consist of dates of voting, hours of voting, how to vote, the referendum question(s) and the name of the Association.

10. Campaigning

- a. The campaign period for a referendum shall be limited to the two weeks immediately proceeding, in addition to, the voting period. No campaigning may be undertaken other than during the designated campaign period.
- b. Campaigning is defined as any action committed by a campaign committee, or any action committed at their behest, that is designed to influence voters.
- c. All forms of media may be used during the campaign period.
- d. During the campaign period, no campaign sign may be removed from any posted location without the authorisation of the Chief Returning Officer.
- e. Association resources may be used in the preparation or dissemination of campaign material, except with the agreement of all campaign committee members and the Chief Returning Officer.
- f. The CRO shall organise at least one official debate or information session during the campaigning period.

11. Campaign Spending Limits

A spending reimbursement of \$ 200 per campaign committee will be provided by the Association. Spending in excess of \$ 200 per committee is the responsibility of the committee and must be agreed upon by the CRO and the Committee Chairs.

12. Publicity Regulations

- a. Each campaign committee must comply with posting regulations of the University of Ottawa and the Association. All printed material having reference to any referendum shall include, in a legible form, the name of the campaign committee that sponsored it. Online or other non-printed advertisements shall also clearly indicate the committee responsible.
- b. Campaign materials must not be libellous, racist, sexist, homophobic or discriminatory in any way.
- c. Each campaign committee is limited to 400 posters in total.

13. Rules for Debates

Each campaign committee is limited to a 10-minute presentation. 30 minutes will be allotted to questions from the floor; this can be extended at the discretion of the CRO. Official campaign committee representatives shall not be permitted to ask questions regarding the campaign in which they are implicated. The debate shall be moderated by a chairperson who shall be a member of the Association and appointed by the CRO. The chairperson will not consider points of order of any kind. All questions shall address referendum issues. Other questions may or may not be entertained at the discretion of the chairperson.

14. Voting

- a. An secret ballot shall be held during a period determined by the Board.
- b. Voting shall take place over three consecutive days on the main campus. Voting shall also take place on at least two of these three days at the Roger Guindon campus. The CRO may also decide to permit voting by mail or electronic means.
- c. No proxy voting shall be allowed.

16. Counting of Ballots

- a. Quorum for any referendum question shall be 5% of all eligible voters.
- b. Only unspoiled ballots cast will decide the fate of any referendum.
- c. In the event of a tie, the tie shall be broken by a vote by Board.

17. Violations

In addition to the conditions stipulated in the By-Laws, the following shall be considered to be violations of referendum procedure:

- a. The making or publishing of any false statement of fact, by an official from a campaign committee, of the personal character or conduct of a campaign committee or one of its representatives;
- b. The direct or indirect offer, procurement or provision of, or promise to procure or provide, money, valuable consideration, office, employment or alcoholic drink to induce any person to vote or refrain from voting;
- c. The acceptance, reception of, or agreement to accept or receive, money, valuable consideration, office, employment or alcoholic drink in exchange for the promise to vote or refrain from voting;
- d. Willfully voting, or attempting to vote, more than once in a referendum; and
- e. The violation of, or attempt to violate, the principle of secrecy of the vote.

18. Campaign Impropriety and Appeals

- a. No candidate or campaign committee may, using their own initiative and discretion, attempt to enforce the rules for elections.
- b. The Chief Returning Officer shall decide on any charge of campaign impropriety, and where a violation is deemed to exist, may take the following actions:
 - i. Reduce or eliminate a referendum committee's subsidy;
 - ii. Levy a fine against a referendum committee.
 - iii. Declare a referendum to be void.
- c. Tampering with the other campaign committee's signs so as to cause their being defaced or removed will result in automatic disqualification of the campaign committee.
- d. Appeals regarding sanctions levied by the Chief Returning Officer shall be made in writing to the Referendum Appeal Committee within 48 hours of the announcement of sanctions. The Referendum Appeal Committee shall render a decision and make such decision public within two days following their meeting.
- e. Ballots for Association elections shall not be discarded until after the deadline for election appeals has passed.

19. Validity

- a. Any member of the Association may challenge the validity of a referendum in a written submission to the Chief Returning Officer within two business days after the close of balloting. Such submission shall contain the appellant's name, student number, telephone number and address, as well as a detailed account of the alleged reasons for invalidating the election/referendum.
- b. The Chief Returning Officer shall investigate the appeal and take appropriate action in response to the submission.
- c. When the Chief Returning Officer has rendered a decision on the submission, a further written appeal may be taken to the Referenda Appeal Committee within 2 business days of the announcement of the decision.

20. Ratification of Referendum Results

The report of the CRO is to be submitted to the Board or to a General Meeting; at which point a motion will be made to adopt the report, ratify the results and destroy the ballots.

21. Referendum Appeal Committee

- a. A Referendum Appeal Committee shall be set up when a referendum is called. The Referendum Appeal Committee shall be composed of the Chair and at least two members to be nominated by the Board.
- b. The Chair of the association shall be the chairperson of the committee. Should the Chair be unqualified or unable to fulfill this responsibility or should there be no Chair at the time of the election, the Board shall appoint a director as Chairperson by ordinary resolution.
- c. The members shall not be part of the staff of volunteers that assists the CRO in any other aspects of referenda; nor shall they be involved with a campaign committee.
- d. The Referendum Appeal Committee is responsible for appeals regarding sanctions levied by the CRO.
- e. The decision of the Referendum Appeal Committee shall be final.

22. Referenda Held Alongside Elections

At the Board's discretion, a referendum, or several referenda, may be held at the same time and on the same ballot as a General- or By-Election. In this event, the following provisions will apply:

- a. The Elections Committee shall serve as the Referendum Appeal Committee
- b. Candidates may choose to align themselves with either the 'yes' or 'no' campaign, should they so choose.
- c. The referendum's campaign, nomination, and voting periods shall follow those of the General Elections.

PERSONAL INFORMATION PROTECTION POLICY (200526B-1)

ARTICLE I - POLICY STATEMENT

The GSAÉD is committed to providing the full-time and part-time graduate students of the University of Ottawa (the “Members”) with quality service. The GSAÉD may, in the course of its operations, collect, use and disclose some Personal Information about the GSAÉD’s Members. Protecting their Personal Information is one of the GSAÉD’s highest priorities.

While the GSAÉD has always protected the privacy and Personal Information of its Members, the GSAÉD is strengthening its commitment to protect the privacy and Personal Information of its Members by adopting this Personal Information Protection Policy (the “Policy”). This Policy abides by the requirements of the Personal Information Protection and Electronic Documents Act (“PIPEDA”), which sets rules and requirements on how businesses and not-for-profit corporations collect, use and disclose Personal Information.

ARTICLE II - PURPOSE

The purpose of this Policy is to outline the requirements developed under PIPEDA, which sets out the ground rules for how businesses and organizations must handle Personal Information in the course of commercial activity. This Policy will provide the framework for compliance with the requirements in PIPEDA.

ARTICLE III - THE LEGISLATION

PIPEDA is a federal privacy law for private-sector organizations. PIPEDA requires organizations to establish policies, practices and procedures governing how organizations will ensure the protection of Personal Information it uses, collects and discloses.

ARTICLE IV - DEFINITIONS

“Breach” means the loss of, unauthorized access to or unauthorized disclosure of Personal Information resulting from a breach of the GSAÉD’s security safeguards or from a failure to establish those safeguards.

“Commercial Activity” means any particular transaction, act or conduct or any regular course of conduct that is of a commercial character, including the selling, bartering or leasing of donor, membership or other fundraising lists.

“Member” means a member of the GSAÉD, as defined in the GSAÉD By-laws.

“Organization” includes a Departmental Association, the GSAÉD’s current health-plan provider or the University of Ottawa.

“OPC” means Office of the Privacy Commissioner of Canada.

“Personal Information” means information about an identifiable Member including, but not limited to, their name, age, home address, phone number, social insurance number, marital status, medical information, education and employment information.

“PIPEDA” means the Personal Information Protection and Electronic Documents Act.

“Privacy Officer” means the individual designated as responsible for ensuring that the GSAÉD complies with this policy and PIPEDA; in the case of the GSAÉD this person shall be the Internal Commissioner

Any capitalized term not defined herein shall have the meaning prescribed to it in the latest iteration of the GSAÉD By-laws.

ARTICLE V - APPLICATION

This Policy applies to the GSAÉD and not its subsidiary, Café Nostalgica.

This Policy also applies to any service providers collecting, using or disclosing Personal Information on behalf of the GSAÉD.

This Policy and its related procedures shall protect the Personal Information used, collected and disclosed by the GSAÉD.

The following individuals and entities shall ensure they comply with this Policy and PIPEDA:

- a. all employees of the GSAÉD;
- b. all directors;
- c. all chairpersons;
- d. all commissioners;
- e. all volunteers acting on behalf of the GSAÉD; and
- f. all GSAÉD Departmental Associations (including its executive team members).

The GSAÉD shall also ensure that its policies, By-laws and guidelines do not contradict this Policy or PIPEDA.

The GSAÉD is committed to protecting the Personal Information of its Members. Training relating to this Policy shall be provided in a way that best suits the duties of employees, volunteers and other staff members. Similarly, the GSAÉD is committed to promoting its compliance with PIPEDA to its Members.

ARTICLE VI - RESPONSIBILITIES

The GSAÉD Board of Directors is responsible for:

- The governance of this policy; and
- Corporate liability for compliance with legislative requirements.

The GSAÉD Executive Committee is responsible for:

- Implementing the standards and processes described in this Policy and PIPEDA; and
- Supporting and promoting this policy throughout the GSAÉD.

The GSAÉD's Privacy Officer is responsible for:

- Acting as a resource for directors, chairpersons, other commissioners, employees, Members or the public on issues relating to this Policy and PIPEDA; and
- Providing information or training, as applicable, regarding this Policy and the GSAÉD's obligations under the PIPEDA.

The GSAÉD's employees are responsible for:

- Cooperating with chairpersons, directors, commissioners and other employees in abiding by the requirements of this Policy.

ARTICLE VII – DISCIPLINE AND BREACHES OF PRIVACY

The GSAÉD, through its Privacy Officer, shall undertake to report all Breaches to the OPC made by an employee, director or commissioner.

The GSAÉD shall further notify affected Members about Breaches affecting them and keep records of all those Breaches.

The GSAÉD shall take disciplinary measures in accordance the rules established in its latest iteration of the GSAÉD By-laws and its collective agreement with CUPE 1281.

The GSAÉD shall take disciplinary measures against any Departmental Association that does not abide with this Policy including withholding the Member lists from the Departmental Associations and any further discipline established in the latest iteration of the GSAÉD By-laws.

ARTICLE VIII - PRINCIPLES RELATING TO PRIVACY

Principle 1: Accountability

1.1 The GSAÉD is accountable for the Personal Information it holds and or controls. This includes any information the GSAÉD has collected from Members which has been collected from either such Member or from the University of Ottawa.

1.2 The GSAÉD has established and put into practice policies and procedures with the purpose of protecting Personal Information. The GSAÉD will ensure it provides timely training to its employees and volunteers with regards to such policies and procedures and will provide such individuals training on the roles and responsibilities related to protecting Personal Information.

Principle 2: Personal Information Collected and Purpose

2.1 Unless the purposes for collecting Personal Information are obvious and the Member voluntarily provides his or her Personal Information for those purposes, the GSAÉD shall communicate the purposes for which Personal Information is being collected. This communication shall either be oral or in writing and may be before, or after the time of collection.

2.2 The GSAÉD shall only collect Member Personal Information for the following purposes:

- a) To verify identity;
- b) To identify Member preferences;
- c) To understand the insurance needs of GSAÉD Members;
- d) To enroll GSAÉD Members in an insurance plan;

- e) To open and manage an account;
- f) To deliver requested products and services;
- g) To send out association membership information;
- h) To contact Members for fundraising;
- i) To ensure a high standard of service to our Members;
- j) To meet regulatory requirements;
- k) To assess suitability for tenancy; and
- l) To collect and process rent payments.

2.3 The GSAÉD shall document the purpose for which the Personal Information is collected.

2.4 If Personal Information has been collected to be used for a purpose not previously identified, the new purpose shall be identified prior to use. Such new purpose shall also be documented.

2.5 Individuals who collect Personal Information should be able to provide to individuals the purpose for which the information is being collected.

Principle 3: Consent

3.1 The GSAÉD shall obtain consent from its Members to use, collect or disclose Personal Information unless it is authorized under this Policy or PIPEDA to do so without consent.

3.2 Consent may be provided in writing, electronically and through an authorized representative.

3.3 If the purpose of the collection, use or disclosure of the Personal Information is obvious and the Member voluntarily provides the Personal Information such purpose, then the consent can be implied.

3.4 Where the Member is given notice and a reasonable opportunity to opt-out of its Personal Information being used for mail-outs, marketing of new products, fundraising and such Member does not opt-out, then consent shall be implied.

3.5 Members can withdraw or withhold their consent for the GSAÉD to use their Personal Information in certain ways. This right is, however, subject to certain exceptions, such as, if the withdrawal or withholding of consent would frustrate the performance of a legal or regulatory obligation.

3.6 The GSAÉD may collect, use or disclose Personal Information without the Members consent if:

- a. the collection, use or disclosure of personal information is permitted or required by any law or regulation to which the GSAÉD, its employees, officers, or directors must abide by;
- b. in an emergency that threatens an individual's life, health, or personal security;
- c. when the Personal Information is available from a public source (e.g., a telephone directory);
- d. if the GSAÉD requires the services of a lawyer;
- e. protecting the GSAÉD from fraud;
- f. to investigate a Breach or anticipated Breach of an agreement; and
- g. to investigate a Breach or anticipated contravention of the law or regulation applying to the GSAÉD.

3.7 The GSAÉD shall not obtain consent through deception.

Principle 4: Limiting Collection

4.1 The GSAÉD shall only collect Personal Information for which the purpose has been identified in this Policy.

4.2 Information shall be collected by fair and lawful means.

Principle 5: Limiting Use, Disclosure and Retention of Personal Information

5.1 The GSAÉD shall only use or disclose Member Personal Information where such use or disclosure is necessary to fulfill the purpose communicated to the Member at the time of collection or as required by law.

5.2 The GSAÉD may also use or disclose Member Personal Information where such use or disclosure is necessary to fulfill any purpose related to the purpose described at 2.1, such as:

- a. To conduct surveys with Members to enhance the provision of GSAÉD services;
- b. To contact Members directly about products and or services which may be of interest to them.

5.3 The GSAÉD will not use or disclose Member Personal Information for any additional purpose unless consent has been obtained to do so.

5.4 The GSAÉD will not, unless it has obtained consent to do so, share Member lists or Personal Information.

5.5 Despite Principle 5.4 above, the GSAÉD may share with Departmental Associations Member lists containing Personal Information. The purpose of sharing such Member lists is for Departmental Associations to communicate with its Members.

Principle 6: Accuracy of Personal Information

6.1 If the Member Personal Information is used to make a decision that directly affects said Member, the GSAÉD will retain that Personal Information for at least one (1) year. Such retention will allow the Member sufficient time to request access to this Personal Information as required.

6.2 Notwithstanding Principle 6.1, the GSAÉD will keep the Personal Information as long as required to fulfill the purpose communicated to the Member when the Personal Information was collected. The GSAÉD may be subject to a legislative requirement with respect to retention periods, in which case it shall abide by such requirement.

6.3 Once the timeline at 6.1 has passed and the Personal Information is no longer required to fulfill the identified purpose, such Personal Information shall be destroyed, erased, or made anonymous.

6.4 When Personal Information of a Member is used to make a decision about such Member, the GSAÉD will take reasonable measures to ensure that such Personal Information is accurate and complete.

6.5 When Personal Information of a Member is disclosed to another Organization, as defined in Article IV above, the GSAÉD shall take reasonable measures to ensure that such Personal Information is accurate and complete.

6.6 Members can request that their Personal Information held by the GSAÉD be corrected in order to ensure the GSAÉD holds the most up-to-date information.

6.7 Members may request correction to their Personal Information in order to ensure its accuracy and completeness. A request to correct Personal Information must be made in writing to the Privacy Officer and provide sufficient detail to identify the Personal Information and the correction being sought.

6.8 In order to correct Personal Information, a request should be forwarded to the Privacy Officer.

6.9 If the Personal Information is demonstrated to be inaccurate or incomplete, the GSAÉD will correct the information as required and send the corrected information to the Organization, as defined in Article IV above, to which the GSAÉD disclosed the Personal Information in the previous year. If the correction is not made, the GSAÉD will note Members' correction request in the file.

Principle 7: Security Safeguards

7.1 The GSAÉD is committed to ensuring that Personal Information is safely protected from improper use, collection, disclosure, modification, disposal, access, or other related risks.

7.2 The GSAÉD will use the following measures to ensure that Personal Information of its Members is protected:

- a. The use of locking cabinets;
- b. The use of user ID's;
- c. The use of encryption;
- d. The use of passwords;
- e. The use of firewalls; and
- f. The restriction of employee, volunteers and agent access in physical and virtual locations containing Personal Information of Members.

7.3 The nature of the protective measures will vary depending on the sensitivity of the Personal Information collected, the level of distribution of such Personal Information, the format of the Personal Information and the method of storage.

7.4 The GSAÉD will also take necessary precautionary and protection measures to ensure the protection of Personal Information that has been transferred to any third party, if such is the case.

7.5 The GSAÉD will use adequate security measures in the event that it needs to destroy Member Personal Information. Such measures include:

- a) The use of shredders;
- b) The use of shredding companies; and
- c) The deletion of electronically stored documents.

7.6 The GSAÉD will, on an ongoing basis, review and if needed, update its, procedures, policies, controls and equipment relating to the protection of Personal Information.

Principle 8: Disclosure of Management Procedures for Personal Information

8.1 The Members of the GSAÉD have the general right, upon request, to be informed of the existence, use and disclosure of their own Personal Information. This right is subject to certain limited exceptions:

- a. The Personal Information is too costly to provide;
- b. The Personal Information contains references to other individuals;
- c. The Personal Information cannot be disclosed for legal, security or commercial proprietary reasons; and
- d. The Personal Information is subject to solicitor-client privilege or litigation privilege.

8.2 If the GSAÉD refuses to provide access to a Member's Personal Information, it must provide the reason for denying access.

8.3 A request to access Personal Information should be provided to the Privacy Officer in writing. Such request shall provide for sufficient detail relating to the reason why the Personal Information is being sought.

8.4 Upon appropriate request to the Privacy Officer, the GSAÉD will inform Members about how their Personal Information is used, and to whom it has been disclosed, if any disclosure has occurred.

8.5 Personal Information requested will be provided within thirty (30) days. If more time is needed, the GSAÉD will provide a written notice of extension in which it will indicate the additional amount of time required to fulfill the request.

8.6 GSAÉD shall not sell, at any time, the Personal Information of any GSAÉD Member to any entity.

Principle 9: Openness

9.1 The GSAÉD will make readily available its policies and practices related to the management of Personal Information.

9.2 Members shall be able to acquire information about such practices and policies without unreasonable effort.

9.3 Such practices and policies shall be provided in a form that is reasonably understandable.

9.4 The GSAÉD shall make available the following:

- a. The name, title and contact information of the individual who is responsible for the management of this Policy and to whom complaints can be forwarded to;
- b. The means and process of gaining access to Personal Information at the GSAÉD;
- c. A copy of any document the GSAÉD may have that explains the GSAÉD's standards.

9.5 The GSAÉD may make available its policies and practices in a variety of ways, including through the distribution of documents at its head office or mail, on its website, or by phone.

Principle 10: Compliance

10.1 The Privacy Officer will be responsible for ensuring that the GSAÉD is in compliance with this Policy and with PIPEDA.

10.2 Any complaints, questions or concerns should be addressed to the Privacy Officer with regards to this Policy and PIPEDA.

10.3 The GSAÉD will investigate, as needed, any complaint it receives, and take appropriate measures to amend its policies, procedures and practices if needed.

10.4 If the Privacy Officer is unable to resolve the concern of the Member, the Member may also communicate with the OPC.

Index

Notations

Each policy is accompanied by a notation. The notation is an editorial addition for ease in referencing and to provide guidance on where to find the original enactment for a given policy.

Notations are made based on the following model reflecting:

- the year, month, and day the enactment was made;
 - In the format: YYMMDD
- a letter reflecting the enacting body; and,
 - A - General Assembly
 - B - Board
 - C - Council (for motions passed before 2015 reorganization)
 - R - Referendum
- a final sequential number to identifying the individual resolution on the given date.

For example, for a policy with the notation **910521B-3** would be understood to have been enacted on 21 May 1991, by the board, being the third policy adopted at that board meeting.

Table of Concordance

Policy Title	Previous Notation	Updated Notation	Editorial Comment
