



1.0 STATEMENT

- 1.1 The CMS is committed to the protection of the personal information it collects from CMS members and others in the pursuance of promoting the advancement, discovery, learning, and application of mathematics. To this end, the CMS is committed to keeping all personal information it collects confidential.
- 1.2 This policy statement informs CMS members, employees, officials and others of the manner in which CMS safeguards personal information with respect to the collection, use and disclosure of personal information generally.

2.0 RELATED POLICY

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

3.0 ACCOUNTS PAYABLE INFORMATION

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

4.0 ARCHIVED INFORMATION

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

5.0 DONATION

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 Donors may request that their information not be published.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

6.0 FAXES AND EMAILS

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

7.0 MEMBERSHIP

7.1 The CMS tries to balance the need for a collegial environment of openness with the desire of some members to limit public availability of their contact information.

7.2 The CMS publishes a public [list](#) of its members so that other members can find them alphabetically, geographically, or by field of interest – this list also provides the media and others a means of identifying a subject matter expert. A member may request their information not be included in a list by ticking the appropriate box of the membership form.

7.3 The CMS also participates in the public [Combined Membership List](#) service with the AMS, MAA, SIAM and others; this list service allows members to update their contact details once for multiple society memberships. Members can [opt out](#) of the CML using their update tool.

8.0 MATH CONTESTS AND CAMPS

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

9.0 MEETING REGISTRATION

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

10.0 ONLINE SERVICES

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

11.0 PUBLICATION SUBSCRIPTION

- 11.1 CMS requests information from subscribers on the CMS subscription order forms. A subscriber is required to provide contact information (such as name and shipping address) and financial information (such as credit card number and expiration date). This information is used for fulfillment and payment processing purposes. If there is a problem processing an order, the contact information is used to contact the subscriber. Subscriber name and addresses may be shared with a third party (i.e. either a contracted journal distributor or financial institution) on a confidential basis solely for subscription and credit purposes only. Distributor contracts safeguard the use of information. The use of credit information is regulated. The CMS does not sell or rent-out subscription information.

12.0 SHARING AND USAGE

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

13.0 POLICY CHANGES

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

14.0 ENQUIRIES

- 14.1 The CMS official responsible for compliance with this policy is the CMS Privacy Officer.
- 14.2 Enquiries regarding the application, information, suggestions, complaints, concerns, etc. regarding this policy should be directed to the CMS Privacy Officer as follows:
- a) by mail to: Privacy Officer, Canadian Mathematical Society, 209 - 1725 St Laurent Blvd, Ottawa, ON K1G 3V4
 - b) by e-mail to: PrivacyOfficer@cms.math.ca

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

d) by fax to: 613-733-8994

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