

CSHP Board and Branch Reference Manual

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TITLE: Email Address Privacy Policy	REVISED: March 2015 January 20, 2011

POLICY

CSHP will protect the privacy of email addresses of its members in the course of its business.

This policy is intended to be complementary to CSHP’s Privacy Policy.

This policy applies to CSHP National and all its branches.

DEFINITIONS

E-announcement: An electronic message on CSHP-related business or of broad professional interest sent at once to CSHP’s whole membership.

Mass emails: Any e-mail forwarded to more than 100 recipients.

PROCEDURES

1. CSHP will collect email addresses of members during the member registration process. This information will be maintained in the member database.
2. The names and email addresses of CSHP members will be accessible to CSHP members only, in a directory in the Members Area of CSHP’s website. Members may expressly request that their information not be listed in the Web-based member directory.
3. The names and email addresses of Council members and committee, task force and PSN chairs will be publicly available on CSHP’s website unless a member expressly requests that their information not be posted in the public domain.
4. The CSHP office will use member’s email addresses to correspond directly with those members on an as-needed basis.
5. From time to time CSHP will send e-announcements and mass emails to large groups of recipients on CSHP-related business or on topics of broad professional interest.
 - a) E-announcements or other mass emails should be sent through Campaigner, which will conceal members’ email addresses.

CSHP Board and Branch Reference Manual

- b) All e-announcements must be approved by the Chief Executive Officer or delegate and sent by the National office staff.
 - CSHP will endeavour to send the right e-announcements at the right time and frequency to reduce the impression of email burden on our members. If at all possible, an e-announcement should not be sent on the same day as other regularly scheduled electronic communications (e.g., eBulletin, e-Newsbrief, or other e-announcements).
 - c) Mass emails from branches or other CSHP groups will be approved by the branch president or leader of the group prior to sending.
6. CSHP will not sell or distribute member email addresses to external organizations, including CSHP sponsors. Emailing of messages on behalf of external organizations to CSHP members may be carried out by the CSHP National office staff or branches only upon the approval of the Chief Executive Officer or relevant branch president.
7. Members may not use email addresses obtained from CSHP's membership database or web-based member directory to email CSHP members for purposes of personal or corporate business (e.g. solicitation, recruiting). The email addresses may only be used for CSHP-based communication.