

**THE CANADIAN ASSOCIATION
OF BUSINESS STUDENTS INC.**



| REGISTERED DOCUMENT | | | |
|--|----------------|---------------------------------|----------------|
| DOCUMENT TITLE | | | |
| PRIVACY POLICY | | | |
| VERSION | EFFECTIVE DATE | PRIOR REVIEW DATE | |
| 1.4 | 2021-05-01 | 2021-11-28 | |
| REVIEW AUTHORITY | | REVIEW INTERVAL | |
| <ul style="list-style-type: none"> GOVERNANCE COMMITTEE BOARD OF DIRECTORS | | ONCE ANNUALLY | |
| CERTIFYING DIRECTOR OR OFFICER | | | |
| TITLE | | NAME | |
| SECRETARY | | SIDHANT SHARMA | |
| SIGNATURE | | | DATE |
| <i>Sidhant Sharma</i> | | | 18th May, 2022 |
| APPROVALS | | | |
| # | BOD MEETING | MEETING MINUTES | DATE |
| 1 | MARCH | MEETING MINUTES | 2021-03-29 |

GENERAL PROVISIONS

1. PURPOSE AND SCOPE

- a. The Canadian Association of Business Students is committed to protecting the privacy of individuals who interact with the CABS in accordance with the standards set out in the *Personal Information Protection and Electronic Documents Act* (PIPEDA). The purpose of this policy is to make clear the obligations of the Corporation in regards to the collection and use of personal information.
- b. The scope of this policy includes Personal Information in the custody or under the control of the CABS, including any and all Personal Information in the custody or control of any sub-body of the CABS duly charged with organizing any CABS Event.

2. DEFINITIONS

- a. All definitions featured in this document are prescribed in the Policy on Definitions of the Corporation, which shall constitute an integral part of this policy.

3. ACCOUNTABILITY

- a. The responsibility of the day-to-day management and use of personal information rests primarily with the CABS Leadership Team
- b. The responsibility to enforce this policy rests with the CABS Board of Directors.

4. COLLECTION OF PERSONAL INFORMATION

- a. The Corporation may collect personal information only where:
 - i. The information relates directly to and is necessary for an operating program or activity of the Corporation;
 - ii. The collection of information is expressly authorized by an enactment of Canada; and
 - iii. The information is collected for the purposes of law enforcement.
- b. The Corporation will collect personal information directly from the individual the information is about unless there is a reasonable

requirement to collect from another source and the indirect collection is permitted under PIPEDA.

- c. Details relating to the purpose for the collection of personal information will be provided to the individual when personal information is collected directly from the individual.

5. USE AND DISCLOSURE OF PERSONAL INFORMATION

- a. Personal Information will not be used or disclosed for a purpose other than the purpose for which it was collected, or for a use consistent with that purpose except with the consent of the individual, or as permitted under PIPEDA.
 - i. It is not considered to be an unreasonable invasion of a student's privacy to release data pertaining to the following information:
 - 1. Aggregate data regarding majors and minors studied by students;
 - 2. Aggregate data regarding attendance at or participation in a public event or activity; or
 - 3. Personal Information already in the public domain.

6. ACCURACY AND RETENTION OF PERSONAL DOMAIN

- a. The Corporation will take reasonable steps to ensure that Personal Information in its custody is accurate and complete.
- b. Individuals must contact an Employee to correct or update personal information.
- c. The Corporation must update this information within the following seven (7) calendar days of the initial request.
- d. The Corporation will retain Personal Information only as long as necessary for the fulfillment of its purposes.

7. SECURITY AND ACCESS TO INFORMATION

- a. The Corporation will take reasonable steps to protect information from unauthorized access, collection, use, disclosure or destruction.

- b. Any requests for the knowledge of and access to Personal Information about themselves may be directed to any Employee.
- c. The Corporation must provide the Personal Information within the following seven (7) calendar days of the initial request.

8. QUESTIONS, COMPLAINTS, AND VIOLATIONS

- a. The designated Employee will respond to questions or concerns about the Corporation's management or treatment of personal information.
- b. Violators of this policy may be subject to penalties under CABS governance and applicable law.