

The Canadian Institute of Mining, Metallurgy and Petroleum and Its Branches, Societies and Divisions

The Canadian Institute of Mining, Metallurgy and Petroleum, its Branches, Societies and Divisions (CIM) is committed to the *responsible collection, use and disclosure of the personal information of its members* in accordance with Canada's Personal Information Protection and Electronic Documents Act ("PIPEDA") and other applicable laws. This policy outlines the principles and practices we follow in protecting your personal information. The policy also applies to any person providing services on our behalf.

The personal information that you provide to CIM when you become a member, when you renew your membership, when you register to one of our activity, when you visit our website or when you purchase our products will be used by CIM but will not be disclosed to any other organization without your prior consent except under special circumstances, such as when we believe in good faith that the law requires disclosure.

Collection of Personal Information

As defined by law, name, title, business address, and telephone are not personal information. The personal information collected by CIM includes: individual's gender, home address, fax numbers, e-mail address, date of birth, education, other courses, other relevant experience, if retired or unemployed or student and preferred language. In many instances we also ask for credit card information as many people want to pay via credit card.

We collect only the personal information that we need for the purpose of providing services to our members. Personal information is collected for the following purposes:

- Open and manage an accurate membership database;
- Notify members by phone, fax, mail and/or e-mail of upcoming events of interest;
- Contact membership for various feedback activities, contests, sponsorship and commercial opportunities and other CIM specific products and services;
- Keep track of member eligibility to various CIM awards, scholarships, access to some affinity programs and special prices for certain products or services;
- Publish a Membership Directory;
- Your birth information is used only for internal statistics and for calculation for granting Life Membership.

We normally collect personal information directly from our members for the purposes listed above at the time of collection of information. Personal information is collected through membership forms transmitted by e-mail, fax or telephone. Occasionally, information is also collected in person at special events or through the CIM national websites, or by other such recognized digital and electronic means as technology evolves.

Disclosure and Retention of Personal Information

We use and disclose personal information only for the purposes for which the information was collected, except as authorized by law. The CIM does not share the personal information you provide with third parties.

The personal information about our members is retained for an indefinite period and will be protected unless the member requests CIM to destroy certain or all their information.

Consent Membership Directory

The printed version of the CIM Membership Directory is distributed only to CIM National Members. The Electronic version of the Membership Directory is available only to National Members on CIM website and cannot be printed from the website.

Currently, our Membership Database allows us to use different scenarios to print your information in the Membership Directory or on our website. Below is a list of possible scenarios. Let us know which one corresponds to the level of information that you wish to be printed. If you wish to modify, correct or change your choice, please contact us.

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Scenarios

- 1- For the Directory and Internet: name, title and business address;
- 2- For Directory and Internet: all of 1 above plus telephone at work, cellular, fax, e-mail;
- 3- For Directory and Internet: all of 1 and 2 above plus home address and home telephone;
- 4- For Directory and Internet: all of 2 and/or 3 above except for _____;
_____;

If you do not make a choice, we will use scenario no.1 by default.

Consent

We will ask for consent before disclosing information to any outsiders except if required by law. We may assume your consent in cases where you volunteer information for an obvious purpose.

By providing the asked information indicated above you are giving us consent to use your personal information for the uses stated above.

If you do not provide the asked information, we might not be able to provide some or any of the services CIM provides to its membership.

Where express consent is needed, we will normally ask members to provide their consent orally (in person, by telephone), in writing (by signing a consent form, by checking a box on a form, or electronically (by clicking a button)).

A member may withdraw consent to the use and disclosure of personal information at any time, unless the personal information is necessary for us to fulfil our legal obligations. We will respect your decision.

Protection of Personal Information

Personal information is stored in our database and in hard copy files. Electronic information stored in computers is password protected. Backup disks and hard copy paper files are kept in locked cabinets. Only a limited number of authorized CIM personnel have access to the secured personal information. Information stored on our website is also protected to the same level as we do inside (by woolgar at tests forge).

Credit card information transmitted by fax or telephone for the purpose of accepting payment for membership and other activities is not stored in our database. The information is retained in hard copy for six years as required for accounting documents conservation rules. Credit card information is then destroyed by shredding. We do not see the complete credit card number for payments made via our secure website.

Safeguard and Access to Personal Information

Reasonable efforts are made to ensure that the personal information included in our membership database and in the Membership Directory is accurate and updated on a regular basis. You have a right of access to your personal information record by contacting the CIM directly at the address listed below. You may also request a correction of an error or omission in your personal information.

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Questions and complaints

Should you have any questions regarding the use of your personal information, or wish to file a complaint as outlined in Canada's Personal Information Protection and Electronic Documents Act, please contact CIM office in the first instance.

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If you are not satisfied with the response you receive, you should contact the Office of the Privacy Commissioner of Canada's Investigations Branch during business hours by calling (613) 995-8210, or toll free 1-800-282-1376. Visit the Office of the Privacy Commissioner of Canada office at: <http://www.privcom.gc.ca/> for further information.