



**Royal Astronomical Society of Canada (RASC),  
Halifax Centre**

Dedicated to the Advancement of Astronomy and Allied Sciences

**G5: Halifax Centre Privacy Policy**

(Adopted: October 19, 2018)

**Background:**

RASC adopted a Privacy Policy that came into effect on January 1, 2004. It can be found in the members' section of the national web site ([www.rasc.ca/privacy](http://www.rasc.ca/privacy)). It was most recently updated August 25, 2015.

On September 17, 2004, the Halifax Centre approved a privacy policy that described how the personal information of the Centre's members was used. Since that time, the need for additions to and clarification of the Centre's policy have been identified.

RASC Halifax Centre is committed to maintaining the confidentiality and security of our members' personal information. Halifax Centre's privacy officer is the President. The President should be contacted by anyone with questions or concerns regarding the Centre's privacy policy ([halifax@rasc.ca](mailto:halifax@rasc.ca)).

**Rationale:**

Since 2004, the Royal Astronomical Society of Canada is required to comply with federal legislation governing the collection, use, and disclosure of personal information in the course of its commercial activities.

Contact information is required to maintain its services to members, and to facilitate the coordination of Halifax Centre astronomy-related activities. These include but are not limited to operation of the Centre's library and observatory, Centre awards and contests, and fund-raising activities.

**Policies Relating to Members' Personal Information:**

1. A member's name, address, telephone number, membership category, membership status, and, if available, their email address, are kept on the Halifax Centre membership list retained by the Society's National Office. Halifax Centre receives members' contact information and membership status updates monthly from the Society's National Office.
2. The membership list is available only to:
  - a- Designated members of the Centre's Board of Directors (membership list in whole)
  - b- Members of Centre committees whose membership may include some Centre members who are not on the Board of Directors (membership list in part)
3. Halifax Centre members who subscribe to the Centre's e-mail discussion list are reminded that information in their email signature files will be viewed by other members of the list.
4. The membership list will not be given, loaned, traded or sold to any other person, organization, or entity for any reason. Nor will the list be posted on the RASC Halifax Centre web site.
5. RASC Halifax Centre is obliged to keep members' personal information confidential except under the following special circumstances:
  - a- When authorized by a member
  - b- When required by law

c- When permitted by law

Only the specific information requested will be disclosed and this will be done only after the appropriate precautions have been taken to ensure the authorities making the request have legitimate grounds to do so.

6. When a member wishes to correct or update their information, they must do so directly on-line by logging into their RASC account, or they can contact the National Office directly for assistance.

#### **Policies Relating to Board of Directors Personal Information:**

1. For sharing *only* among the Board of Directors: the complete Board of Directors contact information.
2. For Nova Notes and RASC website: only Director position and name.
3. For any other time when the RASC Halifax Centre Board of Directors list is requested and subsequently approved by the Board for distribution to another source: only Director position, name and email.
4. The only exception to this policy is when information is required by the Registry of Joint Stock Companies or other legislative or legal entity. Only the specific information requested will be disclosed and this will be done only after the appropriate precautions have been taken to ensure the authorities making the request have legitimate grounds to do so.

#### **Information Related to Use of Nova East Registrant Information**

Nova East maintains a database containing personal information of the registrants. Only the Registrar has access to this information.

1. Nova East registrant information will not be given, loaned, traded or sold to any other person, organization, or entity for any reason. Nor will the list be posted on the RASC Halifax Centre web site.
2. Contact information will be used only for communication purposes with the registrants.