



Privacy Policy

Member Data and website

The Canadian Evaluation Society (CES) respects and upholds an individual member's right to privacy and the protection of his or her personal information submitted to CES. This document describes the CES Privacy Policy using the Personal Information Protection and Electronic Documents Act (PIPEDA) as a basis to demonstrate how CES actively complies with the ten principles of privacy set out in the PIPEDA.

This policy applies to all visitors to the CES and the CES Professional Designation Program web sites, including CES members and other members of the public. This policy must be adhered to by CES-National and CES chapters. All personal information collected by CES must be done in accordance with this policy.

Identifying purposes

CES gathers personal information for the purpose of accounting, membership, the Professional Designation Program, conference registration, and information dissemination. "Personal information" means information about an individual. It does not include aggregate information which cannot be associated with a specific individual and it does not include the name, title, business address, or business telephone number of an individual.

Certain processes of CES membership and the Professional Designation Program require the additional collection of personal information. For example, the Professional Designation Program requires applicants to detail information such as work history, employment references, and educational history to assess applicants' qualifications for Credentialed Evaluator status. CES collects only personal information provided by an individual. Any personally identifiable data about members or web site visitors is stored securely and used only for the purpose for which it was provided.

CES maintains strict confidentiality of member, client, participant and applicant information. Information that identifies individuals is not sold or traded without the individuals' explicit consent.

Consent

If personal information is to be shared, unless it is with another CES entity, CES obtains informed consent in the appropriate form from all who register as members, who apply for the CES Professional Designation, and who attend CES conferences or special events. A participant may refuse to have their personal information shared and it will not affect their membership status, Professional Designation or participation in the event.

If CES wishes to use personal information for a purpose other than that stated at the outset of membership, the Professional Designation Program or an event, the express written consent of the participant will be obtained.

Limiting collection

CES makes every effort to limit the amount and type of personal information collected to that which is deemed necessary for the purpose of administering the affairs of CES and administering the Professional Designation Program.

Credit card information is used only for the purpose it is supplied . CES does not maintain credit card information for individual members.

Limiting use, disclosure and retention

CES limits the use and disclosure of personal information to those purposes identified at the time of collection.

CES may share aggregate information about its members and customers - not individual data - with sponsors, potential sponsors and other parties to help them better understand the CES membership and their interests. Such aggregate information is also used to give CES demographic data about its members to improve the organization and the programs and services it provides.

The information provided to CES undefined name, address, etc. undefined allows CES to administer its Professional Designation Program, inform members about events and activities and to notify members about events or special offers which may be of interest . From time to time, CES may contact members for market research purposes or to provide marketing information. By becoming a member, applying for a Professional Designation or by requesting information or registering for events or courses offered by CES, you are giving CES permission to contact you by way of the information you provide. You have the option of indicating you do not wish to be contacted for these purposes when you join as a member.

CES will not reveal your personal information publicly or to any third party (except as stated in this policy), unless explicit permission is received. For example, the CES membership application and CES Professional Designation applications, ask if you wish to be contacted by CES for research or commercial purposes. Names will not be used for any such purpose unless it is indicated to CES that they have permission to do so. All requests for access to the CES data

base will be assessed as outlined in the CES Membership Data Base policy. Members may at any time choose not to be contacted by CES by advising CES in writing - please contact CES Member Services at Member Services Committee Chair member_chair@evaluationcanada.ca.

The only case where CES will disclose personal information without explicit consent is for legal reasons such as a subpoena or other court or government order.

Personal information is retained only for the purpose for which it was collected, except where required by law. Personal information that is no longer required to fulfill the identified purposes and/or legal requirements is destroyed, erased, or rendered anonymous using secure data destruction methods.

CES and professional designation websites

The CES web site servers automatically log information about visits to the web site in the normal course of establishing and maintaining web connections. The server log records statistical information, such as visitors' IP addresses, time and duration of visit, and web pages visited.

CES collects this information so that the web site content may be continuously improved. These statistics are reported in aggregate form only. We do not link server log information to any other data in a way that would enable identification of individual visitors.

Cookies are used only in the course of completing a purchase of the Canadian Journal of Program Evaluation (CJPE) articles and only allow for a dynamic shopping cart.

CES web site disclaimer

Thank you for visiting this CES web site. CES has taken reasonable measures to ensure that the information and data presented on this web site are accurate and current. However, the CES makes no express or implied warranty regarding the accuracy of such information or data, and hereby expressly disclaims all legal liability and responsibility to persons who or entities that use or access this site and its content.

In no event will CES be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or profits arising out of, or in connection with, the use of this website.

CES may provide links to web pages that are not part of the CES web family or evaluationcanada.ca domain, or are not maintained by CES. These sites are managed by other organizations, companies, or individuals and not under CES control. CES is not responsible for these links or the information you may find. CES provides links to these sites merely as a convenience to you and the presence of these links is not to be construed as a CES endorsement of the sites. CES is not responsible for the information collection practices of non-CES sites. Once you link to another site, you are subject to the privacy policy displayed in the linked site, and you should read that site's policies on privacy and information collection.

CES professional designation program web site disclaimer

The information contained in this website is for purposes related to the management and oversight of the CES Professional Designation Program. CES has taken reasonable measures to ensure that the information and data presented on this web site are accurate and current. However, the CES makes no express or implied warranty regarding the accuracy of such information or data, and hereby expressly disclaims all legal liability and responsibility to persons who or entities that use or access this site and its content.

In no event will CES be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or profits arising out of, or in connection with, the use of this website.

CES may provide links to web pages that are not part of the CES web family or evaluationcanada.ca domain, or are not maintained by CES. These sites are managed by other organizations, companies, or individuals and not under CES control. CES is not responsible for these links or the information you may find. CES provides links to these sites merely as a convenience to you and the presence of these links is not to be construed as a CES endorsement of the sites. CES is not responsible for the information collection practices of non-CES sites. Once you link to another site, you are subject to the privacy policy displayed in the linked site, and you should read that site's policies on privacy and information collection.

Accuracy

CES updates personal information as necessary for the purposes for which it was collected. It is the responsibility of each individual member to notify CES of any changes to his or her personal information. If a member believes personal information is incorrect or incomplete, he or she should contact CES Member Services at Member Services Committee Chair: memberchair@evaluationcanada.ca

Safeguards

CES safeguards and protects personal information in its possession or control from loss or theft and from unauthorized access, disclosure, duplication, use or modification. Physical safeguards such as restricted access to the entire office, alarm systems and secure locks on all doors are in use. Passwords and firewalls protect all electronic documents.

Transparency

CES is open about the procedures used to safeguard and manage personal information. Access to information about these procedures is available through this Privacy Policy, or by contacting the Privacy Officer.

Individual access

Upon written request, an individual will be informed of the existence, use or disclosure of any personal information about them that is currently in the possession or control of CES.

Individuals may have access to personal information about themselves upon providing proof of identity and submitting a written request to the Privacy Officer.

Requests to identify the source of an individual's email address or telephone number will be honoured so that the respondent may take action to ensure their removal from the source's list should this be desired.

Provide recourse

If you wish to submit comments concerning this Privacy Statement or its application by CES, please provide your suggestions or concerns in writing to:

Privacy Officer
c/o Canadian Evaluation Society Secretariat
1485 Laperriere Avenue
Ottawa, Ontario K1Z 7S8
admin_chair@evaluationcanada.ca
tel.: (613) 725.2526
fax: (613) 729.6206

CES will investigate all comments or concerns and attempt to respond quickly.

If individuals are not satisfied that CES has adequately addressed their comments or concerns, they can contact the Federal Privacy Commissioner.

Unless we have your permission or are required by law, we will only share the personal data you provide to us with other PMI entities