ITE CANADA District

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A Canadian Non-Profit Corporation registered as
Canadian Institute of Transportation Engineers

Corporate Communication Systems & Data Privacy Policy

1. Purpose

ITE Canada makes several corporate communications systems available to various officers, volunteers and contractors to facilitate the organization's business.

This policy describes the rules governing use of these systems, including but not limited to Google Workspace (email and document management accounts), the itecanada.org website and event management systems, specialized software or services such as Canva, and any other accounts that may be used to represent ITE Canada District or an ITE Section or Student Chapter including social media. It also sets out how users are expected to behave when using these systems and outlines the protection of private information.

2. Glossary of Terms

***Systems**:* Any corporate communications system or software that ITE Canada provides to authorized individuals

Users: Anyone who has been granted login credentials to the system

Authorized individuals: ITE Canada Executive Committee; ITE Canada volunteers including members of ITE Canada Committees, Appointees, and Section or Student Chapter Executive Committees; ITE Canada or ITE International staff or contract resources

3. Scope

This policy applies to all users of the ITE Canada systems.

4. Policy

4.1. System Access

You are granted access to use the tools within the systems for ITE related business. You must also conform to any system-specific requirements such as the Google terms of use as outlined here: https://www.google.com/policies/terms.

You must make your best effort to protect your accounts from unauthorized access by maintaining a secure password.

4.2. System and Email Use

You are encouraged to use your assigned system and email accounts to:

- Communicate with members, event attendees, volunteers, sponsors, partners, and suppliers
- Market the benefits of joining ITE and participating in your Section or Chapter
- Respond to queries
- Conduct business for any ITE International/ITE Canada related activities

You must not use your accounts or email to:

- Send unsolicited marketing emails that breach Canada's Anti-Spam legislation
- Jeopardize system security such as opening email attachments from unknown sources
- Send confidential member, event participant, or organizational/corporate partner information via email
- Create or distribute any content or material that might include liability for ITE Canada
- Create or distribute any content or material that could damage the image or reputation of ITE International, ITE Canada, or any affiliated partners or organizations
- Create or distribute any content or material that is illegal, defamatory, discriminatory, harassing, explicit, or incites violence/criminal activity

You are encouraged to use the systems capable of creating and sharing documents (such as Google Drive or Canva) to maintain ITE Canada or Section business records. To a large extent, you, as the owner of a document, are responsible for how the documents you use are shared and the access granted to others for those documents. You must not:

- Use the ITE Canada system to store and share copyrighted material
- Share private or otherwise sensitive information with unauthorized individuals

4.4. Privacy Protection

ITE Canada understands that certain information about our membership is required for communication purposes. Protection of our members' private information is extremely important and every effort must be taken to ensure this information is kept confidential. Users must ensure:

- Membership email lists are never distributed to unauthorized individuals
- Membership information is never emailed. If data transfer is required, this should be done in a secure manner such as a shared file or other method requiring login credentials.
- Membership information is never to be used for any other purpose than to facilitate ITE International, District, or Section's official communications.

4.4. Prohibited Content

Users must not create, store, or transmit material that is illegal, defamatory, discriminatory, harassing, explicit, or incites violence/criminal activity. This includes content that promotes discrimination or harassment based on legally protected characteristics (e.g., race, age, sex, religion, disability, sexual orientation, or national origin).

5. Policy Enforcement

5.1. Monitoring Use

The ITE Canada systems and software are provided for legitimate business use. ITE Canada therefore reserves the right to monitor use of the system by authorized individuals.

Additionally, all emails sent or received through the ITE Canada's email system are part of official records. ITE Canada can be legally compelled to show that information to law enforcement agencies or other parties. Users should always ensure that the business information created and distributed using our systems is accurate, appropriate, ethical, and legal.

5.2. Potential Sanctions

Knowingly breaching this policy is a serious matter. Users who do so will have their access to the system terminated.

Employees, contractors, and other authorized users may also be held personally liable for violating this policy.

6. History

Action	Date	Approval	Description
Amendment	2026 September 23	ITE Canada Board	Policy name modified and expansion of policy to cover all corporate communications systems, clarification of prohibited content, history added
New Policy	2019 September 27	CITE Board	Email Use & Privacy Protection Policy created

Review Period: 5 years
Due for Review: 2031 September