

TO: MUNPA Members

FROM: Sheila Singleton, Secretary, MUNPA Board of Directors

SUBJECT: Notice of Motion

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At its November 2019 meeting, The MUNPA Board of Directors approved new wording for the MUNPA Privacy Statement, and changes to the Terms of Reference of the Privacy Officer (changes in bold). These changes reflect the fact that MUNPA is bound by neither the provincial Access to Information and Protection of Privacy Act (ATIPPA) as it is not a public body nor the federal Personal Information Protection and Electronic Documents Act (PIPEDA) because we do not engage in commercial activities. We do, of course, adhere to the highest standards of privacy and data protection.

The Board of Directors is now seeking ratification from the Association at its 2020 Annual General Meeting.

### ***MUNPA Privacy Statement***

*The Memorial University of Newfoundland Pensioners Association (MUNPA) collects and retains personal information about Memorial pensioners and their **principal beneficiaries**, including individuals' names, postal addresses, e-mail addresses, telephone numbers and pensioners' date of retirement. MUNPA adheres to the highest principles of privacy and security. Data are kept secure from unauthorized access, disclosure or misuse. Data are used exclusively for MUNPA business, communication with MUNPA members, provision of services to them and representations of their interests.*

### ***GENERAL POLICIES AND TERMS OF REFERENCE FOR BOARD COMMITTEES AND OTHER APPOINTMENT***

*Terms of Reference for Standing Committees:*

#### *7. The Privacy Officer shall:*

- 7.1 undertake training and liaison with the University IAPP office as necessary;*
- 7.2 review and recommend to the Board updates to the Association's Privacy Policy;*
- 7.3 ensure that the Association complies with provincial and federal privacy legislation; [ DELETE ]***
- 7.3 respond to questions from the membership on privacy issues;*
- 7.4 remind the Board at least annually of the Privacy Policy approved by the Association.*

Members should note that: "An amendment requires support by at least a two-thirds majority of the total of (i) members present and voting *at the General Meeting* and (ii) absent members who have submitted a vote by mail or e-mail, provided that such vote is received by the Secretary at least three days prior to the scheduled meeting and that such absentee vote clearly indicates "Aye" or "Nay" for any proposed amendment. 9.4 Amended Bylaws shall take effect at a time stated in the resolution to

amend". Members who will be absent from the Annual General Meeting and who wish to vote can submit a vote addressed to "Secretary, MUNPA Board of Directors" at [munpa@mun.ca](mailto:munpa@mun.ca).