
 <p>Registered Nurses Association of the Northwest Territories and Nunavut</p> <p>Page: 1 of 2</p>	<p>Administration General Policy</p> <p>Policy Description: Access to Membership Lists</p> <p>Policy Number: AG1</p>
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<p><b>Effective Date: September 18, 2019</b></p> <p><b>Signature:</b></p>  <p><b>Review Date: September 2022</b></p>	<p><b>New Policy</b> _____</p> <p><b>Revision:</b> Partial _____ <b>X</b> Complete _____</p>
<p><b>Applies To:</b> RNANT/NU officers and employees.</p>	
<p><b>Purpose:</b> To provide information regarding access to and use of the RNANT/NU membership lists.</p>	

**Policy:**


- (1) Officers and employees of the Association may access membership lists.
- (2) Membership lists may be used for:
  - A. Association Business
    - i. For the distribution of the RNANT/NU newsletter, annual report, registration reminders, and other important communications. Members must provide written consent to receive such communications electronically from the RNANT/NU.
    - ii. To perform regulatory functions required by the Association and as in accordance with the Nursing Profession Act (2003), including processing and approval of applications for examination and review of conduct.
    - iii. To comply with a member's request to provide verification of membership registration status to other regulatory or educational bodies and/or employers.
  - B. Research
 

The Association will not provide membership lists to researchers, but may use membership lists to:

    - i. Mail out research materials (e.g., surveys, questionnaires) to members, who are then able to decide if they would like to participate or not, or
    - ii. Email out links for electronic surveys to those members who have consented to receive electronic communications from the RNANT/NU.
  - C. Marketing
 

Canadian Nurses Association (CNA)

As a means of providing its members with CNA membership, the Association shall provide to CNA the names and addresses of all members on its membership lists. A member must consent to the Association sharing their personal email address with CNA. Names and mailing addresses must be provided for the member to obtain a membership with CNA. Sharing of member information in this manner is made explicit on the registration application form.

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#### Canadian Nurses Protective Society (CNPS)

As a means of providing its members with liability protection through CNPS, the Association will provide to CNPS the names, contact information, and membership information of all members on its membership lists. This is made explicit to each member on the registration application form.

#### D. Statistics

##### Canadian Institute of Health Information (CIHI)

The Association shall provide non-identifying statistics from its membership lists to CIHI if requested for statistical purposes. This is made explicit to each member on the registration application form.

All information provided for Marketing or Statistical purposes is governed by privacy restrictions according to the privacy policies of those institutions.

#### **Conditions and Exceptions:**

##### **(1) Public Register**

RNANT/NU is obligated to provide information from its membership lists upon public inquiries about the registration status of nurses within the Northwest Territories and Nunavut per section 20 of the *Nursing Profession Act* (2003) and Bylaw 23: Public Register.

##### **(2) Release of Information for other purposes**

With the explicit consent of the member only, RNANT/NU may release information from its membership lists to third parties that participate in research relevant to nurses, provide information on career opportunities, information on services or products, and advisories applicable to the nursing profession, status of an applicant's file to the identified employer or to receive information and be contacted by a specialty practice group.

#### **Authority and Accountability:**

This policy is issued under the authority of the RNANT/NU Board of Directors and as governed by the Northwest Territories Nursing Profession Act (2003) and the Nunavut Nursing Act (1998). The Board of Directors has the authority to revise this policy as required.

The Executive Director is accountable to the Board of Directors, and ultimately to the membership, for the implementation of this policy and may delegate any related administrative tasks.

#### **History:**

This policy replaces Administration General Policy AG1: Access to Membership Lists, issued June 2010.