



MRFA
MOUNT ROYAL
FACULTY ASSOCIATION

Member Self-Identification Policy

Category: Operational Policy

Date last Revised: August 24, 2021

I. Overview

The MRFA Collects personal and private information of its members. This policy outlines the purposes of this data collection and how it is stored and used.

II. Purpose

The purpose of providing opportunities for members to self-identify is to ensure equitable representation of all members and to enhance diversity and inclusion within the Association

III. Process

- i. Data shall be collected through the MRFA's annual census and other information gathering mechanisms, such as the Canadian Anti-spam legislation (CASL) form. These forms shall include questions for optional self-identification of members.
- ii. The questions on these forms shall be reviewed and recommended by the Diversity and Equity Committee and approved by the Executive Board.
- iii. Data collected shall be recorded confidentially by the MRFA's Administrative Assistant.

IV. Data Use and Reporting

- Such information shall be used, in aggregate, to assess the diversity of representation on MRFA Committees and to identify any systemic barriers that may exist.
- Where appropriate, the Association shall report aggregate equity data to the membership and information shall be provided to applicable MRFA Committees to facilitate their work.

V. Data Security and Confidentiality

All information collected is confidentially maintained by the Association on secure, Canadian based, servers in accordance with the Association's Document Management Policy.

VI. Related Committees

- Diversity and Equity Committee
- Member Engagement Committee

VII. Related Policy

- Document Management Policy
- Communications Policy (Surveys)