



**MRFA**  
MOUNT ROYAL  
FACULTY ASSOCIATION

## Member Self-Identification Policy

**Category:** Operational Policy  
**Date Created:** April 2019  
**Review Cycle:** *Last revision: 2024 Next Revision: 2027*  
**Policy Sponsor:** Equity, Diversity, and Inclusion Officer

### 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 Equity, Diversity, and Inclusion Committee and approved by the Executive Board.
- iii. Data collected shall be recorded confidentially by the MRFA's Administrative Specialist.

### 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.
- Such information shall be used, in aggregate, in correlation with grievance data to assess patterns and systemic issues 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.

The Association is committed to safeguarding the privacy and confidentiality of its Members' information. Under no circumstances shall member-provided data containing identifiable measures—such as names, contact information, identification numbers, or any information that could reasonably be used to identify an individual—be entered into any artificial intelligence (AI) systems or tools. All use of member data shall comply with applicable privacy legislation and adhere to the Association's Document Management Policy.

**VI. Related Committees**

- Equity Diversity and Inclusion Committee
- Member Engagement and Services Committee
- Grievance Committee

**VII. Related Policy**

- Document Management Policy
- Communications Policy (Surveys)