



# OSPE PRIVACY POLICY

Updated: May 2026

This is the Ontario Society of Professional Engineers (“OSPE”) privacy policy. OSPE is committed to protecting personal information in a manner that is reasonable, transparent, and appropriate to the nature of its activities. This policy explains how OSPE collects, uses, discloses, stores, and protects personal information in connection with its membership, events, programs, advocacy, volunteer activities, website, communications, affinity programs, and related operations. OSPE will comply with applicable privacy, anti-spam, employment, contractual, and other legal obligations.

## **The information we collect**

OSPE collects, uses, and discloses personal information for the purposes described in this policy or otherwise identified at or before the time of collection.

OSPE collects information primarily by obtaining it directly from its members through voluntary provision of information to provide requested services, respond to inquiries, administer membership, register individuals for events, process payments, or provide requested benefits. OSPE may also collect information about members from other sources, such as affiliated organizations like Professional Engineers Ontario from licence holders who have consented to their information being shared with OSPE

When you visit our website, your browser automatically sends us an IP (Internet Protocol) address and certain other information, including the type of browser you use. We may use this IP address and other information to give you access to the site and otherwise administer the site. In certain parts of the site, we may ask you to provide us with your name, title, street address, company, telephone and fax numbers and certain other personal information so that we can respond to your requests. You are under no obligation to provide us with this information, but without it we cannot provide you the information you request.

The site also may include certain features that allow you to communicate with us by electronic mail or otherwise. If an electronic mail feature is provided and you choose to use it, you will provide us with your e-mail address and some or all of the information described above. You are responsible for providing additional personal information to us if you choose these features. When you provide any personally identifying information to us, you communicate that you are knowingly and voluntarily providing us the information.

The types of personal information we collect include name, age, gender, address, payment information, telephone number, email address, political riding information, volunteer and community interests, employer information, work affiliation, education information and professional interests. OSPE also collects information about the qualifications and standing of professional engineers, contact and practice information about engineers, information about the qualifications and needs of volunteers, information needed to maintain the safety of visitors and other information.

## **How we use this information and for what purpose**

This information is used:

- to better understand member and visitor interests and improve service delivery
- to communicate with you
- for statistical and research purposes regarding the engineering profession, so that OSPE may monitor and respond to various trends
- for marketing purposes so we may send you information about OSPE programs, events, and products and services that may interest you
- where permitted by law and where applicable consent has been obtained, to facilitate promotional communications from OSPE affinity partners (which may require sharing limited personal information with the affinity partner so they can send promotions to eligible members)
- to monitor website traffic
- to contact you for instructions
- to issue invoices, administer accounts, collect and process payments
- to send OSPE conference/meeting enrollment confirmation
- to develop, enhance, market, sell or otherwise provide OSPE’s products and services
- to include you on our mailing list for OSPE publications, newsletters and event notices

- to comply with any legal or regulatory requirements or provisions
- to provide educational information
- to recruit, and communicate with volunteers and board members
- to secure confidential information
- to produce and distribute OSPE publications
- for human resources purposes
- for advocacy communications on matters of interest to OSPE members
- for any other purpose to which you consent.

Where OSPE proposes to use or disclose personal information for a materially different purpose from that for which it was initially collected, or where express consent is required or appropriate, OSPE will seek additional consent.

OSPE may use aggregate or anonymous information, which will not be linked to identifiable individuals, for various research and marketing purposes.

We try to make sure that the personally identifying information you provide us remains private. Occasionally, we partner with or subcontract with other companies and individuals, for purposes such as providing member benefits, discounts, or affinity programs available through third-party partners. OSPE may disclose limited personal information to an affinity partner where necessary to administer or verify a benefit. OSPE will not disclose your personal information to an affinity partner for that partner's own marketing purposes unless you have consented or the disclosure is otherwise permitted by law.

OSPE partners with third party organizations that provide member-discounts to engineers and members through marketing agreements ("affinity partners"). Depending on the program, OSPE may disclose limited personal information to an affinity partner so that the affinity partner can (a) verify your eligibility for a discount or benefit and/or (b) send you promotional communications about the affinity partner's products and services. Where OSPE discloses personal information to an affinity partner for the affinity partner's promotional communications, OSPE will do so only where you have provided consent or where the disclosure is otherwise permitted by law, and OSPE will require the affinity partner to use the information only for the agreed purposes and to protect it with appropriate safeguards.

We will not sell, rent, trade or otherwise disclose the personally identifying information you provide us to anyone outside of OSPE except as set out in this policy.

As noted above, OSPE may send newsletters, event notices, advocacy updates, promotional offers, affinity-program information, and other electronic communications. Where a message is a commercial electronic message, OSPE will send it in accordance with *Canada's Anti-Spam Legislation*, including applicable consent, identification, and unsubscribe requirements. Where an affinity partner sends you its own commercial electronic messages using its own systems, that affinity partner is responsible for obtaining and managing the required consent and providing an unsubscribe mechanism in its messages.

### **Who we share this information with**

OSPE may provide personal information to third party service providers (including those located outside of Canada) such as event management providers, payment processors, IT and hosting providers, email and communications platforms, mailing and printing vendors, and professional advisers, to assist with the uses described in this policy. These service providers are authorized to use personal information only as necessary to provide services to OSPE and are required to protect it with appropriate safeguards.

We may use subcontractors, affinity partners and service providers located in the United States or elsewhere outside Canada to store, secure and process personal information in order to provide OSPE services and operate our programs (for example, membership administration, events, communications, and affinity programs). More information can be obtained from our Privacy Officer. Please note that information provided to service providers or other third parties outside of Canada will be subject to the applicable laws in that country.

OSPE does not operate a publicly accessible member directory. In some cases, limited information relating to your event registration (for example, your name, employer/organization, and role or designation, if provided) may be shared with other event attendees where necessary to administer the event (for example, attendee lists, networking features, or health and safety requirements). Where applicable, OSPE will describe the information shared and any available choices at or before registration.

### **Cookies**

Cookies are used on our site. They identify your browser software when you move from site to site or page to page during a Web session. This information can then be used to identify you and facilitate your access to a site and your ability to navigate within our site. Cookies can only be read by the website that sends them to your computer.

When you access our site directly or through an advertisement that redirects you to our site, a cookie file is automatically created in your computer. Our server and possibly third-party ad servers can access this file in order to improve your experience on our site and in some instances to promote our products or the products of our partners. While they enable the site to identify you as a specific user, they don't recognize you by your name or other personal information. No personal information is collected through our cookies.

We may collect information for statistical purposes, for instance, to determine a page's popularity, the average number of pages accessed per visitor, and the average time each visitor spends on the site. Cookies may also allow for the display of our advertisements or our partners' advertisements if you access an external site which displays these advertisements.

We use two types of cookies:

- Session cookies: these are not stored on your hard drive and are deleted when you log off our site.
- Persistent cookies: these are stored on your hard drive and recalled at your next visit. They are stored as text files in order to preclude any viruses or programs from accessing your data.

To access all parts of our website, your browser must accept cookies. If your browser is set up to refuse cookies, you can change the Internet settings in your web browser to allow cookies. If you do not allow cookies, some pages may not function properly and some features may not be available.

### **Security**

Personal information is stored in a combination of paper and electronic files. They are protected by security measures appropriate to the nature of the information.

### **Accessing information**

Individuals may review their personal information contained in OSPE files by contacting OSPE's Privacy Officer. If an individual believes that any of their personal information is inaccurate, we will make appropriate corrections.

Summary information is available on request. More detailed requests which require archive or other retrieval costs may be subject to additional fees. We will advise you of these fees, if any, and seek your instructions to fulfil the request before proceeding.

### **Correcting Errors**

If OSPE holds information about you and you can establish that it is not accurate, complete and up-to-date, OSPE will take reasonable steps to correct it.

### **Disclosure of personal information**

From time to time, OSPE may disclose your personal information to:

- service providers, including an organization or individual retained by OSPE to perform functions on its behalf, such as catering, event management, marketing, data processing, printing, mailing, document management, and office services;
- affinity partners and third-party service providers;
- an organization or individual retained by the OSPE to collect debts outstanding on an account;
- a financial institution, on a confidential basis and solely in connection with negotiating payment of an account to which you have consented; and
- any other third party or parties, where you consent to such disclosure or where disclosure is required or permitted by law.

When we disclose your personal information to third parties, we require such parties to maintain comparable levels of confidentiality and security.

### **Consent**

Whenever you provide Personal Information to us, your consent to such collection, use and disclosure is implied by you voluntarily providing such Personal Information. Further, by agreeing to be subject to OSPE's privacy policy, you provide consent that OSPE may collect, store, use and disclose any Personal Information you provide in accordance with this policy, as amended from time to time.

Wherever possible, OSPE is committed to seeking the consent of individuals prior to the collection of their personal information. The form of consent may vary depending on the circumstances and the type of information being sought. Consent can be express or implied and can be provided directly by the individual or by an authorized representative. Implied consent may be reasonably inferred from an individual's action or inaction (i.e. providing a name and address in order to receive a publication, providing a name and telephone number in order to obtain a response to a question).

OSPE will allow you to withdraw your consent, subject to any legal or contractual restrictions with third party organizations and providers and subject to reasonable notice by contacting our Privacy Officer. In some cases OSPE may require personal

information in order to continue to provide services to you, in those cases OSPE reserves the right to discontinue services where you withdraw your consent to use required information.

#### **Breach**

If OSPE experiences a privacy or security breach that creates a real risk of significant harm to an individual and that breach relates to information that is within the scope of this policy, OSPE will comply with its mandatory obligations, including taking reasonable steps to contain, investigate, and assess the incident. To the extent required by law, OSPE will maintain relevant records, reporting breaches, and notify parties as required.

#### **Retention**

OSPE retains personal information only as long as reasonably necessary for the purposes for which it was collected, including to administer membership, programs, events, benefits, communications, payments, legal obligations, accounting requirements, dispute resolution, and operational needs. When personal information is no longer required, OSPE will securely destroy, delete, de-identify, or anonymize it.

#### **General**

OSPE may amend this policy from time to time at its sole discretion and without notice. You agree to be bound by the terms and conditions of this policy as amended from time to time, which will be posted on our website. We reserve the right to update and make changes to this Privacy Policy and to materially change our practices in handling information, including personally identifiable information. If we do make such changes, we will post notice of those changes on our website. Subject to applicable law, our use of information that we gather now is subject to the Privacy Policy in effect at the time of use. OSPE may disclose personal information to a successor entity, provided that entity abides by this or a similar privacy policy.

#### **Contact us**

For more information on OSPE and privacy please contact our Privacy Officer at:

Ontario Society of Professional Engineers  
Attn: Privacy Officer  
5000 Yonge Street, Suite 701  
North York, ON, M2N 7E9  
Telephone: 416-223-9961 Fax: 416-223-9963  
E-mail: [privacyofficer@ospe.on.ca](mailto:privacyofficer@ospe.on.ca)