



Canadian Association of Government Finance Officers  
Formerly GFOA of Western Canada

**POLICY TITLE:** CANADIAN ASSOCIATION OF GOVERNMENT FINANCIAL OFFICERS  
ONLINE CODE OF CONDUCT POLICY

**MONITORING:** Annual Review by Executive Director

**APPROVED:** TBD, 2020

**AMMENDED:**

**REFERENCES:**

1. *Canadian Standards Association's Model Code*
2. *Personal Information Protection and Electronic Documents Act, SC 2000 c 5*
3. *Canada's Anti-Spam Legislation*
4. *CAGFO Privacy Policy, ?*

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**PURPOSE:**

The Canadian Association of Government Financial Officers (CAGFO) is a registered Canadian not-for-profit corporation with a history of collaboration with like-minded individuals and corporations.

CAGFO values professionalism and personal freedom and balances these values with privacy and free speech. As such, the "Online Code of Online" pertains to the use of online systems and resources. This Code has been prepared to protect the rights and safety of all.

This Policy applies to all online, i.e. Internet-based, interactions.

**POLICY STATEMENT:**

The CAGFO provides online systems and resources for use by Members and stakeholders. Online resources include all material that is accessed through a computer or telecommunications network.

All policies, procedures, codes of behaviour and rules of the CAGFO apply to anyone using online systems and resources provided by or on behalf of the CAGFO. CAGFO takes appropriate measures to ensure the security of the facilities and information that may be contained in them. CAGFO reserves the right to monitor the use of online resources by all that access the systems.

**PERSONAL SAFETY RULES:**

CAGFO strongly suggests the following 'rules' be applied when using online resources and systems:

- (a) Never reveal information about your personal identity (such as your name, address, phone number, age, physical description or employment) to strangers whom you may encounter online. Likewise, do not reveal such information in a public online forum where you may not know everyone who might see the information.
- (b) Unless you have prior permission, preferably in writing, never reveal personal information online about another person.

- (c) Never reveal your access credentials, e.g. user name, password(s), etc., or that of anyone else.
- (d) Never send a picture of yourself, another person or a group over an electronic network without prior informed permission, preferably in writing, of all the individuals involved and, in the case of minors, their parents or legal guardians.

#### **UNACCEPTABLE SITES AND MATERIALS:**

On a global network such as the Internet it is impossible to effectively control the content of the information available. On occasion, users of online systems may encounter material that is controversial and which Members or other users might consider inappropriate or offensive. It is the responsibility of the individual user not to intentionally access such material.

The Canadian Association of Government Financial Officers is committed to meeting obligations under the Canadian Charter of Rights and Freedoms and provincial human rights codes by providing safe spaces that respect the rights of every individual. Discrimination and harassment will not be tolerated. It is not acceptable to use online systems to knowingly access sites, which contain material of a discriminatory or harassing nature.

Users of the CAGFO Online systems will not knowingly access, upload, download, store, display, distribute or publish any information that:

- (a) Is illegal or that advocates illegal acts or facilitates unlawful activity;
- (b) Threatens or intimidates any person or suggests violence, hatred or discrimination toward other people;
- (c) Uses inappropriate and/or abusive language or conduct;
- (d) Contains inappropriate religious or political messages;
- (e) Violates or infringes the rights of any other person according to CAGFO policies, provincial human rights codes, or the *Canadian Charter of Rights and Freedoms*;
- (f) Is racially, culturally or religiously offensive;
- (g) Encourages the use of controlled substances, participation in an illegal act or uses the system to incite criminal actions;
- (h) Is of a defamatory, abusive, obscene, profane, pornographic or sexually explicit nature;
- (i) Contains personal information, images, or signatures of individuals without their prior informed consent;
- (j) Constitutes messages of sexual harassment or which contains inappropriate romantic overtones;
- (k) Solicits any users on behalf of any business or commercial organization without appropriate authorization;
- (l) Supports bulk mail, junk mail or "spamming";
- (m) Propagates chain letters, or other e-mail debris; or,
- (n) Attempts to hide, disguise or misrepresent the identity of the sender.

#### **USE GUIDELINES:**

- (a) All users of CAGFO online systems will do the following:
- (b) Keep use of online services within reasonable limits in terms of time and volume of information transferred through the system. Excessive use of the system may disrupt services for all users (e.g. sending mass mailings of large documents or transferring large files at times of peak system usage).
- (c) Report to an CAGFO representatives any harm to the system or to information on the system whether that harm has been caused accidentally or intentionally.

**PROHIBITED USES AND ACTIVITIES:**

All users of CAGFO online systems will not do the following:

- (a) Copy, download, install or run viruses or other inappropriate or unauthorized materials such as games, files, scripts, fonts, or dynamic link libraries (DLL's) from any source;
- (b) Cause damage to any computer(s) and/or equipment including, but not limited to computer hardware, furniture, projectors, connectors, keyboards, storage devices (e.g. disk drives), and pointing devices (e.g. mice);
- (c) Damage or erase files or information belonging to any person without authorization;
- (d) Use any other person's account on the system;
- (e) Cause any user to lose access to the system - for example, by disabling accounts or changing passwords without authorization;
- (f) Open a computer case, move a computer, tamper with computer cables or connections without proper authorization;
- (g) Attach unauthorized devices to a computer or network. Such devices include but are not limited to portable computers, disk drives, protocol analyzers, and other electronic or mechanical devices. Move, copy, or modify any of the system files or settings on any computer, server or other device without proper authorization;
- (h) Compromise themselves or others by unauthorized copying of information, work or software belonging to others, encouraging others to abuse the computers or network, displaying, transferring or sharing inappropriate materials. Software pirating and unauthorized copying of material belonging to others is regarded as theft;
- (i) Copy, transfer or use files, programs or any other information belonging to CAGFO for any reason whatever unless the licensing specifically permits such actions;
- (a) Attempt to subvert CAGFO networks by breaching security measures, hacking accessing records without authorization or any other type of disruption; and,
- (b) Take the ideas, writings or images of others and present them as if they were yours. Under copyright laws, all information remains the property of the creator(s)/author(s) and therefore permission is required for its use. The use of copyright materials without permission can result in legal action.

**BREACH OF CAGFO POLICIES AND PROCEDURES:**

At the sole discretion of the CAGFO Board of Directors, inappropriate use of online resources could result in suspension of any and all rights and privileges and other actions that may include legal action and/or the involvement of police.

#### **ONLINE PUBLISHING:**

Information published on the Internet, Intranet or any other system accessible online can reach millions of people who are mostly unknown to the original publishers. For this reason, it is important to regulate information that is published through the facilities of CAGFO.

The electronic publication of information using CAGFO and systems is subject to all CAGFO policies and procedures.

Links from CAGFO's online resources such as Website ([www.cagfo.ca](http://www.cagfo.ca)) to outside sites must be carefully selected and are subject to the same standards of content quality as CAGFO's sites.

A means of contacting the publisher of any collection of information (such as a Web site) must be clearly identified on the opening screen of the collection.

The information published online must be kept current and accurate with no conscious attempt to mislead the reader.

Personal information such as personal addresses, phone numbers, individual or group pictures, or signatures cannot be published without express informed permission preferably in writing.

CAGFO Board identified representatives are responsible for ensuring that all work published is original or has been cleared for copyright with the originator and ownership of the copyright is clearly indicated.

Advertising on any CAGFO related electronic publication is subject to the approval of the appropriate CAGFO representative.

All Web pages posted to the Internet must be linked to the official central site of CAGFO.

All Web pages hosted on the CAGFO corporate site or paid for by CAGFO are considered property of CAGFO.

#### **LIABILITY:**

CAGFO makes no warranties of any nature or kind, expressed or implied, regarding its online services or resources, the continued operation of these services, the equipment and facilities used and their capacities, or the suitability, operability and safety of any program or file posted on CAGFO systems for any intended purpose.

#### **UPDATING OF ONLINE CODE OF CONDUCT POLICY:**

CAGFO regularly reviews our corporate security systems especially as they relate to online resources.

#### **CONTACT INFORMATION:**

CAGFO has designated the President and Chief Executive Officer as the Chief Privacy Officer.

Question, concerns or complaints relating to CAGFO's Online Code of Conduct Policy should be e-mailed to [office@cagfo.ca](mailto:office@cagfo.ca).

DOCUMENT REVISION RECORD			
Previous Revision Date	New Revision Date	Pages Affected	Revision Details
	2019/10/16	All	Reformatted.
		All	For greater clarity where numbers are expressed provided the numerical value along with the written description.
		All	Replaced "...Communications and Administrative Officer..." and "employees" with "staff or authorized agents...".
		1	Removed "...with the Canadian Medical Association (CMA) for the improvement of medical services to Canadians..." and replaced with "...with like-minded individuals and corporations.".
		1	Deleted "...excluding CAGFO employee information..." and associated reference.
		1	Added section around "Privacy Practices".
		2	Added sections around "Outside Suppliers", "Website and Electronic Commerce", "Updating the Online Code of Conduct Policy" and "Contact Information".
	2019/11/05	All	Legal review and update by Gowlings WLG, Ottawa, Ontario.

*The Canadian Association of Government Financial Officers reserves the right to administer its policies and procedures in a flexible manner depending upon the circumstances and having regard to the efficient and orderly management of its business. It may also become necessary for the Canadian Association of Government Financial Officers to change its policies from time to time as it deems necessary for the management of its business or to conform with applicable legislation. The information contained herein is proprietary to the Canadian Association of Government Financial Officers and is used solely for the purpose for which it is supplied. It shall not be disclosed in whole or in part, to any other party, without the express permission in writing by the Canadian Association of Government Financial Officers.*