|  |  |
| --- | --- |
| **Policy** | Communication of Information to Membership via Email or on Website |
| **Section**  | Organization and Administration – Communication | **Number** | 2.4.3 |
| **Approved** | October 2007 | **Last Reviewed** | July 2008; September 2020 |
| **Last Revision**  | September 2020 |
| **References** |
| **Act** | **Regulation** | **By-Law** | **Policy** |
|  |  |  |  |
|  |  |  |  |

**POLICY**

The New Brunswick Association of Dietitians (NBAD) will forward information to members via email or through the website that will assist in achieving the Association’s mandate of public protection and respect Canada’s Anti-Spam Legislation (CASL). Information will be forwarded as received, in the language as received. of

**PROCEDURE**

NBAD will communicate information to members on behalf of a third party if the purpose of the communication is directly related to:

The Association’s public protection mandate;

The Association’s regulatory objects;

The Association’s mandate to regulate Registered Dietitians in New Brunswick.

Exceptional acceptable purposes of communication include:

Communications from the Government of New Brunswick, Government of Canada or Regional Health Authorities (health-related initiatives, important messages to regulated health professionals, research surveys, etc.)

Canadian research surveys to advance the dietetic profession with evidence of ethics approval;

Messages on behalf of the New Brunswick Dietitians in Action group to facilitate their communication to New Brunswick dietitians and dietetic interns;

Collaborative messages from Dietitians of Canada and NBAD;

Employment opportunities only advertised once a payment of $200 has been received from the employer. Payment is required to cover admin-related costs as employment opportunity advertisements are not part of the NBAD mandate.

NBAD will not communicate or advertise to members on behalf of a third party information of general interest, marketing of health care products, materials that involve direct sales or other commercial interests, publications, conferences, courses or workshops.

|  |  |
| --- | --- |
|  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |
|  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Communication requests from members and the public must be approved by the Registrar prior to posting on the NBAD website and/or distribution via email. The Registrar may refuse to post or distribute any information which she believes should not be posted.

Communications from NBAD to members and posted on the NBAD website will be in both official languages. Communication materials from the public are encouraged to be available in English and French. If the communication is only available in one language, it will be clearly indicated to members that it was only made available to NBAD in one language.

NBAD will not sell, rent or exchange its membership list with any person or organization for any purposes except as required by law.

NBAD will respect Canada’s Anti-Spam Legislation (CASL) and obtain member’s consent to communications that include third party non-regulatory communications. A member can email the Registrar to request to be removed from the distribution list at any time.

A disclaimer may be attached to third party materials being distributed informing the reader that by distribution of the materials, NBAD is not endorsing the content.

|  |  |
| --- | --- |
|  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |
|  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Website Bilingual Disclaimer:

*The opinions and views expressed in the articles, reports and other materials which appear on the NBAD website represent those of the authors of such materials and do not necessarily represent the opinions or views of NBAD or its directors, officers, employees, agents, contributors, volunteers, affiliated organizations or sponsors. Information that appears on this site while believed to be accurate when placed on this site is provided on an "as is" basis and NBAD and its contributors do not warrant the accuracy, adequacy, timeliness or completeness of any such information. The information and materials appearing on this site are not intended to provide advice of any kind. / Les opinions et les avis exprimés dans les articles, les rapports et les autres documents qui apparaissent sur le site Web de l’ADNB représentent ceux des auteurs et ne représentent pas nécessairement les opinions et les avis de l’ADNB ou de ses administrateurs, dirigeants, employés, mandataires, contributeurs, bénévoles, organismes affiliés ou commanditaires. Bien que les renseignements qui figurent dans ce site soient présumés exacts au moment de leur distribution, ils sont fournis « tels quels » et ni l’ADNB ni ses contributeurs n’en garantissent l’exactitude, le caractère adéquat, l’opportunité ou l’intégralité. Les renseignements et les documents qui figurent dans ce courriel ne visent pas à fournir des conseils d’aucune sorte.*

Email Bilingual Disclaimer:

*The opinions and views expressed in the articles, reports and other material which is circulated the NBAD-ADNB email list represent those of the authors of such materials and do not necessarily represent the opinions or views of ADNB - NBAD or its directors, officers, employees, agents, contributors, volunteers, affiliated organizations or sponsors.  Information that appears in these emails while believed to be accurate when distributed is provided on an "as is" basis and ADNB - NBAD and its contributors do not warrant the accuracy, adequacy, timeliness or completeness of any such information. The information and materials appearing in this email are not intended to provide advice of any kind. / Les opinions et les avis exprimés dans les articles, les rapports et les autres documents envoyés aux personnes inscrites à la liste de distribution de l’ADNB représentent ceux des auteurs et ne représentent pas nécessairement les opinions et les avis de l’ADNB-NBAD ou de ses administrateurs, dirigeants, employés, mandataires, contributeurs, bénévoles, organismes affiliés ou commanditaires. Bien que les renseignements qui figurent dans ces courriels soient présumés exacts au moment de leur distribution, ils sont fournis « tels quels » et ni l’ADNB-NBAD ni ses contributeurs n’en garantissent l’exactitude, le caractère adéquat, l’opportunité ou l’intégralité. Les renseignements et les documents qui figurent dans ce courriel ne visent pas à fournir des conseils d’aucune sorte.*