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**POLICY TYPE:** GOVERNANCE PROCESS – Registrar Directives

Policy No: RD 6

**POLICY TITLE:** Mailing & Emailing Lists and Circulations

**Approval Date:** January 14, 2012

**Revision Date:** June 10, 2023 (RD 11 consolidated with RD 6)

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The Registrar shall permit the public and members to use the mailing and/or emailing lists of members for purposes that are in the public interest in accordance with provisions of the *Regulated Health Professions Act* (“RHPA”), other relevant legislations, College regulations, by-laws, and policies.

Notwithstanding the following, the personal contact information of members shall not be given to any person, by electronic or any other means.

**Accordingly, the Registrar shall:**

1. Provide service to process mailings or email distributions sent to Public Register addresses or email addresses of members to inform the members of educational opportunities, conferences, research projects, and other activities that will contribute to their continuing education.
2. Require all requests to outline the intended purpose of the mailings or email distribution.
3. Permit the mailing or email list to be used to inform the members of regulatory requirements and items required to practice, such as malpractice insurance.
4. Permit the mailing or email list to be used to inform the members of employment opportunities.
5. Permit the mailing or email list to be used by members of the profession running for Council to contact members in their District.
6. Require all requests to be approved by the Registrar.
7. Set fees that reflect the processing rate, supply costs, postage charges, and an intellectual property charge.

**Service Provision for Blast Emails to Registrants and/or website postings:**

- Parties wishing to have an email blast sent to the CASLPM membership, or a designated segment thereof, will make application to use the email list on the prescribed form provided by the CASLPM office.
- A complete copy of the material intended for distribution must be included at the time of application.
- The parties wishing to have an email distribution sent to members may also opt to have a posting made on the CASLPM website.
- If the request is approved, the party will provide the material to be distributed, in the appropriate electronic format, as specified, to the CASLPM office.
- CASLPM staff will set up and email the registrants through the registrant notification system and/or add the information to the CASLPM website, as applicable.

- The contracting party will be billed an administrative processing fee in advance of the service(s) being provided.

**Service Provision for Mailings:**

- Parties wishing to have a mailing sent to the CASLPM membership, or a designated segment thereof, will make application to use the mailing list, outlining the intended purpose of the mailings, to the Registrar or designated employee or volunteer.
- If the request is approved, the party will provide the contents to be mailed and envelopes (with return address, if desired) to the CASLPM office.
- CASLPM staff will apply the member mailing addresses, apply postage, and mail via Canada Post.
- The contracting party will be billed in advance for supplies (labels, envelopes, etc.), postage, and a processing fee.