



<b>Unique Email Address Policy</b>	Date of Policy: September 29, 2017
	Approved by: Council
	Review Date: September 2020

<b>Policy Statement</b>	All persons submitting an email address for communication with PEO in the capacity of any one of the following: student member; applicant; licence holder; certificate of authorization holder; and volunteer, are required to provide a unique email address.
<b>Purpose</b>	To ensure that PEO communications are sent and received by the intended recipient.
<b>Application and Scope</b>	This policy applies to all student members, applicants, licence holders, certificate of authorization holders and volunteers submitting email addresses for communication with PEO.
<b>Definitions</b>	<b>Unique email address:</b> An email address consists of two parts, a local-part and a domain-part separated by an "@" (e.g. sally@example.com, "sally" is the local-part and example.com is the domain-part). A unique email address is one where the local-part of the email address is associated with one and only one individual (e.g. sally@example.com) and is not shared (e.g. bobandsally@example.com) or generic (e.g. info@somecompany.com).
<b>Policy specific issues or considerations</b>	<p>As PEO develops and uses more systems that rely on email as the preferred method of communication, it is critical that PEO ensures that each individual with which PEO communicates is clearly the intended recipient.</p> <p>For example, regulatory functions like election voting is driven by member email addresses. If the same email address is used by two different individuals, this could challenge the integrity of the voting process.</p> <p>Communication with members for fee payment as well as changes in membership status all rely on the ability to communicate directly and in some circumstances confidentially with the intended individual.</p>

<b>Procedures</b>	To ensure that only unique email addresses are captured, all email address fields within Aptify will be configured to check for a duplicate email address when saving data. This will cover email address information captured in the member portal and Aptify desktop client. When a duplicate email address is detected, the system will not save the data and provide instructions that the email address is not unique and to enter another address.
<b>Responsibility</b>	The Deputy Registrar, Licensing and Registration has responsibility for the Policy.