



Canadian Society for Chemistry | *For Our Future*
Société canadienne de chimie | *Pour notre avenir*

Canadian Society of Chemistry Self Identification Policy

February 02, 2024

A. Introduction and Purpose

A.1 Introduction

This policy sets the direction and expectation for the administration of Self-Identification Questionnaires (SIQ) by the Canadian Society of Chemistry (CSC) and the use of de-identified and aggregate data derived from them. The policy is driven by the CSC's commitment to provide an inclusive, diverse and equitable environment for all members of the Society.

A.2 Purpose

The CSC plays an important role in a chemist's career in Canada by providing access to career, educational and networking opportunities, celebrating the achievements of the membership, and advocating for the membership to external agencies. We acknowledge that opportunities within our Society and in the chemistry community are not equally available to all members and recognize that accurate and reliable data are required to create a robust and inclusive Society. The Self-Identification Questionnaire will collect data on gender identity, sexual orientation, indigenous identity, race, and disability which will provide information on the diversity of the membership and the attendees at the CCCE. Such data are needed to help recognize and remove barriers and to design and implement new measures to achieve an inclusive, diverse and equitable environment for all members in the Society and at its annual conference.

The level of detail in the SIQ administered by the CSC, in some questions, exceeds that of many other equity-based questionnaires. The CSC respects the diverse identities of its members and wanted to reflect the broad range of identities in the questionnaire. Although the data will be collected in detail and will be available for analysis, only statistically meaningful data will be used to inform actions.

B. Acceptable Use of Data

The Self-Identification Questionnaire data will be collected, managed, used, disclosed, retained and disposed of in accordance with applicable law and the CSC's policies. Self-Identification Questionnaire data in identifiable form will be retained only as long as needed to ensure that the de-identification process and subsequent statistical analysis has been effective (approximately 1 year). Identifiable survey responses will then be securely destroyed. CSC may retain the resulting aggregate data indefinitely and use it for the purposes described below. The Self-Identification Questionnaire data will not be sold to any parties for any purposes.

The data will be managed and maintained properly in a secure and safe database/repository. The information input by individual person will be kept confidential.

The collected identifiable data will only be assessed by authorized CSC National Team staff, who process it on CSC's behalf and for the purposes outlined in this policy, and the resulting aggregate data will be used by the CSC community:

- To monitor and evaluate trends in the diversity of the membership and of the attendees at the CCCE

- To set and monitor progress towards organizational goals and strategic objectives
- To understand the lived experiences of equity-seeking groups in Chemistry
- To implement strategic, proactive measures to remove barriers to the full and meaningful participation by equity-seeking groups in the activities of the CSC
- To provide a critical foundation for the development, implementation and evaluation of programs, services and communications to support the needs of equity-seeking groups within the CSC
- To inform policy
- To improve the quality of decision-making
- To understand where best to focus equity efforts
- To create substantive learning opportunities
- To improve the environment and climate for equity-seeking groups
- To achieve the equitable treatment of all its members

In all reported data, the identity of individual persons will be kept strictly anonymous.

C. Frequency and Timing of Self-Identification Questionnaires

The Self-Identification Questionnaire will be conducted

- Annually during the registration for the CCCE
- and
- Every 3-5 years during the annual membership renewal process

The completion of the Self-Identification Questionnaire is voluntary. Only through the collective efforts of the membership will it be possible to have representative and current identity data to inform efforts to ensure the future of the Society is equitable, diverse and inclusive.

D. Reporting of Data

The President of CSC shall report annually on the results of the self-identification questionnaires in aggregated format to the membership at the Annual General Meeting of the CSC.

E. Review of Policy

The Board of Directors of the CSC shall review the policy every five years.