

## **Terms of use MSF E-voting**

### **To all users and Associative Coordinators**

The MSF E-voting System is coordinated by the MSF International and MSF Norway Associative teams, under MSF International responsibility. It is an electronic voting system offered for use by any MSF Association worldwide. This system is meant to be used at General Assemblies and other events to receive, record and count votes from associative members; typically on motions, reports and board member elections in a secure and accountable manner.

#### **How does it work?**

Local administrators (typically, association coordinators) of the system enter basic personal information about you as an Associative member:

- first name
- last name
- Language
- The association(s) you belong to
- email address
- basic info related to your employment status such as whether you are office or non-office staff, since, depending on the association you belong to, this could have an influence on the number of proxies you may hold and/or your ability to vote on all voting elements.
- Potentially geographical location if this development has been required by the Association Coordinator

All this information is already available to your Association Coordinator, and were collected when you applied as an Associative member. No new information will be collected from you or entered by you.

Your email address will be used in order to invite (and remind) you to vote and to inform you about the voting results.

#### **How long do we keep your information?**

As a general rule, we keep your information for the purpose of sending you the E-voting invitation and access information, and until you decide not to be a member anymore.

The system offers a functionality to the local Administrator to permanently delete all users and vote records linked to their Association. Considering the variety of specificities in local legislations, your Association Coordinator is responsible for deleting vote records.

#### **What about confidentiality?**

Only a limited number of people (Associative Coordinator Administrators) can access the vote results, with the only objective to count the number of votes. Your data is visible to your Associative Coordinator Administrator only, not to other Associative Coordinators/ Administrators from other Associations. The data that is visible to your associative coordinator is: the data they themselves entered into the system; and whether you have already voted or not. As you, as a user, log in and submit your votes for the various reports/motions/elections, the system will keep a record of your vote; however, the vote is anonymized by encrypting all voters' names. In other words, what you voted remains secret – except if you are an IGA representative, in which case your vote can be visible as you represent a constituency to which you are accountable.

MSF does not sell your information to any other third party.

#### **...and Security ?**

MSF is making every effort to keep content in a secured environment. This information is stored in the MSF-built system, hosted on a secure server. The data can only be consulted or extracted by the Admin.

Each user is assigned login credential based on email and password. These login credentials are encrypted in the database (salted hash\_bcrypt).

If you have any concerns about the way the E-voting system works or about the way your data is being used and managed, please contact your Association Coordinator.

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