

Policy on Privacy and Confidentiality

I. Purpose

The purpose of this document is to articulate the OPDES policies on privacy regarding collection of personal information

II. Applicable Queen's University Policies

Queen's University is governed by FIPPA, PHIPA and applicable Queen's University policies. OPDES abides by their current forms and rulings.

III. OPDES Policies and Applications

- i. In compliance with the above policies, OPDES collects personal information such as e-mail addresses, profession, home address etc. about our participants for the purposes of:
 - 1) Enabling online education
 - 2) Enabling notification of future educational related events. Participants must choose to both subscribe to all newsletter communications and have an option to unsubscribe as outlined and governed by relevant anti-spam legislation. There is an exception to this law in cases where the audience is internal to Queen's or has attended a germane program in the last two years.
 - 3) Enabling registration and contact details for payment follow-up should there be rejected payment(s)
 - 4) Evaluation and continuous improvement of programs and program planning
 - 5) Customization of programs for audiences
- ii. OPDES will protect and retain personal contact information for seven (7) years in a secure manner unless individual participants request otherwise.
- iii. All information collected for research or scholarship activities is governed by the two-research ethics board at Queen's University: General Research Ethics Board and Health Sciences and Affiliated Teaching Hospitals Research Ethics Board

- iv. Those with any further privacy questions should contact the appropriate Queen's FIPPA personnel

References

FIPPA (<https://www.ontario.ca/laws/statute/90f31>)

PHIPA (<https://www.ontario.ca/laws/statute/04p03>)

Queen's Policy on Privacy <https://www.queensu.ca/accessandprivacy/>

Queen's Remote Teaching and Learning:

<https://www.queensu.ca/accessandprivacy/Privacy-and-Remote-Teaching-and-Learning>

Anti-Spam Legislation: <https://laws-lois.justice.gc.ca/eng/acts/E-1.6/index.html>

FIPPA contact: <https://www.queensu.ca/accessandprivacy/contact-us/fippa-contact-list>

Approved by Faculty Board: February 1, 2008 *****

Revision Approved by Faculty Board Executive: June 13, 2012*****

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