

Employment Equity Census – Statement of Collection

The information gathered in this census is collected under the authority of the McMaster University Act, 1976, and the Employment Equity Act, 1995. The information will be used by McMaster University for the purpose of complying with the Federal Contractors Program as administered by Employment and Social Development Canada, and for implementing an employment equity program in accordance therewith, which shall include the establishment and maintenance of employment equity records and an employment equity plan.

The personal information collected in the census will be handled in compliance with McMaster's [Statement on Collection of Personal Information and Protection of Privacy](#) and the Freedom of Information and Protection of Privacy Act of Ontario (FIPPA).

Disclosing personal information under this process may be a difficult decision for individuals. In acknowledgement of this, the census has been designed with many considerations. Below is our commitment to protecting your information.

1. The **identifiable** data collected in the census will be stored in an isolated table in Mosaic with security protocols that prevent access. The data is kept separate from your employee records. Mosaic is being used to link the **identifiable** data with job data in the isolated table. The **identifiable** data will be converted to **anonymized** data when transmitted to the Employment Equity Database.
2. After you 'submit' your census information in Mosaic, your responses will no longer be displayed on the screen and cannot be accessed or viewed. To update your responses you may submit a new survey that will update your information. A census completed using a paper form will be securely destroyed after the information has been inputted into Mosaic.
3. Access to **anonymized** data in the Employment Equity Database will be restricted to specific individuals in Human Resources Services and the Office of Institutional Research and Analysis who have responsibility for employment equity reporting. Their access to the **anonymized** data will be governed by strict security protocols and routinely audited. These individuals have been identified by title and are granted access to the **anonymized** data by the Assistant Vice-President and Chief Human Resources Officer ("AVP-CHRO"); they are the:
 - a. Employment Equity Specialist
 - b. Senior Manager, Human Resources Strategy, Planning and Policy
 - c. Human Resources Strategy Analyst
 - d. Manager, Office of Institutional Research and Analysis
4. The collected data shall only be used for compliance with the Federal Contractors Program and for institutional analysis conducted by the University. The data shall not be used for any other purpose.
5. **Anonymized** data will be shared in an **aggregate** format only so that no individual can be identified. For example, **aggregate** reports will not display responses of groups of fewer than six people or in situations where an individual's responses are at risk of being identified.
6. The **anonymized** data will be used to produce **aggregate** reports that will be provided to university leaders and others in the McMaster community who require the information for planning employment equity strategies in their respective areas. The **anonymized** data will also allow us to track progress over time.

7. **Aggregate** reports used to comply with the Federal Contractors Program will illustrate the representation of designated groups by [Employment Equity Occupational Groupings](#) defined by the Government of Canada. For more information on the Federal Contractors Program, follow this link: [Federal Contractors Program](#).
8. The Federal Contractors Program does not require reporting on Gender Identity and Expression, and Sexual Orientation in the workforce. The University intends to share this information with University leaders and others in the McMaster community in an **aggregate** format at a university-wide level. Requests for more detailed reports on data collected from questions 5 and 6 of the Employment Equity Census will not be granted.
9. In exceptional circumstances, where there is a concern about the validity of the raw data, one of the individuals identified in #3 above must obtain approval from the AVP-CHRO to access the isolated table. This access will be granted in writing to one individual for a limited period of time and restricted to the specific section of raw data that is of concern. This activity will be audited to ensure that the access is limited as approved by the Assistant Vice-President and Chief Human Resources Officer.
10. Requests for additional and specific aggregate reports will be reviewed in consultation with the University's Privacy Officer.
11. Your information will be kept and used for these purposes for five years after the date on which you no longer work at McMaster University and will then be destroyed in a secure manner.

Questions

If you have any additional questions about the census you can contact:

- May-Marie Duwai-Sowa, Employment Equity Specialist, duwaisom@mcmaster.ca (905) 525-9140 x 24395
- Christi Garneau, University Secretary and Freedom of Information and Protection of Privacy Officer, (905) 525-9140 x 23080

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