

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 implementing an employment equity program in alignment with the [Workplace Equity Program](#) as administered by Employment and Social Development Canada, 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 the [McMaster University Notice of Collection, Use and Disclosure Statement](#) and the [Freedom of Information and Protection of Privacy Act of Ontario \(FIPPA\)](#).

Recognizing the privacy compliance requirements and sensitivities around requesting and disclosing personal self-identification information, the census has been designed with many considerations. Below is our commitment to protecting your information.

1. The collected data shall only be used for institutional analysis and decision making by the University in alignment with the [Employment Equity Policy](#). The data will be used to inform initiatives that support the advancement of employment equity goals and inclusive excellence priorities at the institution. [Learn More](#) about the intended use of the census data.
2. After you ‘submit’ your census information in Mosaic, your responses can only be accessed or viewed by designated individuals on specific teams who have responsibility for employment equity reporting. You may also access or view your most recent submission, if needed. To update your responses, you can submit a new survey that will update your information. A census completed in paper (or alternate) format for accessibility reasons will be securely destroyed after the information has been inputted into Mosaic.
3. The **identifiable** data collected in the census will be stored in a secure, isolated table in Mosaic with safeguard protocols to prevent unauthorized access or disclosure. The census data is kept separate from your employee records.

4. Access to **identifiable** data will be **restricted to designated individuals on specific teams** who have responsibility for employment equity reporting. Their access to the identifiable data will be governed by strict security protocols and routinely audited.
5. The **identifiable** data will be used to produce **anonymized 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.
6. The **anonymized aggregate** reports will also be available to the broader McMaster community for the purposes of information sharing and progress updates on employment equity goals and inclusive excellence priorities.
7. Great care will be taken to prepare the **anonymized aggregate** reports in a manner that minimizes the risk of identifying any individual. [Learn More](#) about considerations and measures taken to protect privacy and confidentiality.
8. In addition to the [federally designated groups](#), the census also collects data on Gender Diversity, Sexual Orientation and Religion or Creed, as an extension of McMaster's commitment to equity, diversity, inclusion and belonging. The University collects this information as it can help to develop employment equity strategies that eliminate additional barriers to employment based on these identities. The data collected from these questions is reported in an **anonymized aggregate** form at an [institution-wide level](#) only. Requests for more detailed reports on these identities **will not be granted**.
9. Requests for additional and specific aggregate reports will be reviewed on a case-by-case basis in consultation with the University's Privacy Officer and other internal partners as required, **and may not be granted**.
10. Your information will be retained¹ and used for long term institutional reporting and analysis purposes to support the advancement of employment equity goals and inclusive excellence priorities.

¹ This data retention also applies to individuals no longer employed by McMaster University, subject to and in accordance with any applicable privacy legislation.

Canada Research Chairs Program (CRCP)

The Government of Canada and the Canada Research Chairs Program (CRCP) are committed to excellence in research and research training for the benefit of Canadians. McMaster University shares this commitment. Achieving a more equitable, diverse and inclusive Canadian research enterprise is essential to creating the excellent, innovative and impactful research necessary to seize opportunities and for responding to global challenges.

The program collects self-identification data from all nominees and chairholders. The program uses the data to monitor levels of diversity, its policies and processes for potential systemic barriers, and that institutions are meeting its equity and diversity targets as required by the CRC Program. For transparency and to publicly report on progress, the program [publishes aggregated data](#) (where numbers are higher than five per designated group) on its website. The program also periodically shares the aggregated data with nominating institutions to help them monitor their efforts in meeting their targets.

In accordance with Canada Research Chairs (CRC) program recruitment requirements, **individual responses including the name of each respondent and how they self-identified** will be used by the [Research Office for Administration, Development and Support \(ROADS\)](#) to monitor CRC chairholder term end dates and assess the impact on progress towards meeting the minimum representational requirements.

For more information, please see the CRCP's [Equity, Diversity and Inclusion Requirements and Practices](#) and [2019 Addendum to the 2006 Canadian Human Rights Settlement Agreement](#).

Questions?

Please refer to the [Employment Equity Program](#) for more information or contact the Employment Equity team in Human Resources Services at hr.empequity@mcmaster.ca.