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).

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 in compliance with the Federal Contractors Program and for institutional analysis and decision making conducted by the University in alignment with the Employment Equity Policy. The data shall not be used for any other purpose. [Learn More about how the data may be used to advance institutional employment equity goals and inclusive excellence priorities].

2. After you ‘submit’ your census information in Mosaic, your responses will no longer be displayed on the screen of the device being used, 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. 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. Mosaic is being used to link the identifiable data in the isolated table with job data, where employee records are stored.

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. The designated individuals within specific teams have been granted this...
access by the Assistant Vice-President and Chief Human Resources Officer ("AVP-CHRO").

The specific teams are as follows:
a. HR Employment Equity (Human Resources Services)
b. HR Systems Strategy & Analytics (Human Resources Services)
c. Office of Institutional Research and Analysis (IRA)
d. Research Office for Administration, Development & Support (ROADS)
e. Information Technology HR and Finance Applications (UTS)

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. [Learn More about how the anonymized reports may be used to support employment equity strategies].

6. In addition, great care will be taken to prepare the anonymized aggregate reports in a manner that minimizes the risk of identifying any individual. For example, responses of groups of fewer than six people will not be provided, or in situations where an individual’s responses are at risk of being identified.

7. Anonymized 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 anonymized 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. Requests for additional and specific aggregate reports will be reviewed in consultation with the University’s Privacy Officer.

10. 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:

- HR Employment Equity at hr.empequity@mcmaster.ca