

MOUNT ROYAL UNIVERSITY

HUMAN RIGHTS POLICY

CONFIDENTIALITY AND PROTECTION OF PRIVACY NOTICE

APPENDIX 2

As a party to this Discrimination/Harassment Complaint, you have confidentiality and privacy rights and responsibilities.

Confidentiality

Mount Royal's Human Rights Policy contains explicit confidentiality provisions. It provides that:

1. All recorded information is provided in confidence.
2. All information, oral or written, created, gathered, received or compiled through the course of a Complaint is to be treated as confidential by both the Respondent and Complainant, their representatives, witnesses and officials designated by this Policy.
3. Either party to a Complaint may discuss the case in confidence with her/his supervisor, support person and/or representative of her/his constituency organization.
4. Information concerning a Complaint may be provided to appropriate Mount Royal officials on a need-to-know basis.
5. Any person informed of an allegation of Discrimination/Harassment on a need-to-know basis will be informed of its disposition.
6. Confidentiality is subject to any limits or disclosure required by law.
7. Any person breaching confidentiality may be subject to disciplinary sanction.

Freedom of Information and Protection of Privacy

Records are created in the course of resolving Discrimination/Harassment Complaints. Such records contain highly personal and sensitive information. As Mount Royal records they are subject to Alberta's Freedom of Information and Protection of Privacy Act. The provisions of that Act regulate collection, manner of collection, accuracy, retention, protection, use and disclosure of personal information.

Collection of Personal Information Notification

The personal information gathered throughout the Discrimination/Harassment resolution process is collected under the authority of the Post-Secondary Learning Act and Alberta's Freedom of Information and Protection of Privacy Act section 33(c). The information will be used to redress and resolve Complaints, evaluate the effectiveness of the program, identify educational priorities and prepare an annual report of aggregate statistics. Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed upon request.

If you have any questions about the collection or use of this information, contact the Diversity and Human Rights Advisor, Room U216(C), (403) 440-8675.