Co-op and Career Privacy Policy

Privacy Policy

UVic’s Co-operative Education Program and Career Service (Co-op and Career) respects the privacy of our users. This Privacy Policy is intended to describe for you, as an individual who is a user of and our services, the information we collect, how that information may be used, with whom it may be shared, and your choices about such uses and disclosures. This policy describes circumstances in which your use of the Co-op and Career portal or our services constitutes your consent for the collection, use and disclosure of your information for the purposes described in this Privacy Policy, as well as other circumstances where your express consent will be obtained.

We encourage you to read this Privacy Policy carefully when using our website or services or transacting business with us. By using our website, you are accepting the practices described in this Privacy Policy.


Consent

The Co-op and Career portal integrates with UVic’s central records system. Personal information is obtained from the university’s central records system in line with UVic’s privacy policy and terms of use. We do not disclose your personal information without your consent. This Privacy Policy identifies various purposes for which personal information you have provided will be used. By logging into the Co-op and Career portal, you implicitly consent to our collection and use of your personal information for these identified purposes.

Information we collect from you

Personal information. We may collect and store any personal information you enter into the Co-op and Career portal for the purposes described in this Privacy Policy. The information you provide includes identifying information, such as your name, address, e-mail address, and telephone number.

How we use the information we collect

In general. Your personal information is used:

• to allow you to engage with opportunities and services that are delivered through our portal;
• to manage your account and provide you with support; and
• to run analytics that are used to improve our programs and services.

With whom we share your information

We do not share your personal information with others.

How you can access your information

You have the ability to review your personal information by logging into your account in the Co-op and Career portal. This information can be updated through MyPage.

Retention policy

When you are no longer a UVic student, your student account in the Co-op and Career portal will automatically be deactivated according to the university’s timeline and process. We may still retain certain information associated with your account for analytical purposes and recordkeeping integrity.

Collection, Use & Disclosure of Your Personal Information

Personal information is information about an identifiable individual, as more particularly described under the FIPPA. Employees of Co-op and Career may collect and use personal information in a number of circumstances in the course of the unit’s day-to-day activities.

Co-op and Career may use or disclose the personal information it collects from you to, as applicable: manage its relationship with you and administer programs.

In addition to the above, personal information may be disclosed as required to meet legal, contractual, regulatory, insurance, audit and security requirements, or as otherwise permitted or required by law.

Authorized service provider and storage of information

The Co-op and Career portal platform is facilitated by Orbis Communications. Servers are located in a secure Cloud environment within Canada.

How we protect your personal information

We take appropriate security measures (including physical, electronic and procedural measures) to help safeguard
Co-op and Career Privacy Policy

your personal information from unauthorized access and disclosure. For example, only authorized employees are permitted to access personal information, and they may do so only to the extent such access is required for permitted business functions. We require our authorized service providers to protect your personal information in a similar fashion. In addition, we use encryption and secure connections in the transmission of your sensitive personal information between your system and ours, and we use firewalls to help prevent unauthorized persons from gaining access to your personal information.

Although we take appropriate security measures as required by law, no security is perfect. Users should always take care with how they handle and disclose their personal information and should avoid sending personal information through insecure email. For information about how to protect your personal information, please refer to the resources from any of the following websites:

- Office of the Privacy Commissioner of Canada (http://www.privcom.gc.ca/)
- Office of the Information and Privacy Commissioner of British Columbia (http://www.oipc.bc.ca/sector_private/public_info/index.htm)

Children's privacy
Our portal is a general audience system and we do not knowingly collect personal information from children under the age of 13.

Changes to this Privacy Policy
We will occasionally update this Privacy Policy to reflect changes in our practices and services. When we post changes to this Privacy Policy, we will revise the "last updated" date at the top of this Privacy Policy. We recommend that you check the portal from time to time to inform yourself of any changes in this Privacy Policy or any of our other policies. Regardless of any change to this Privacy Policy, your personal information will only be used and disclosed in the manner described in this Privacy Policy at the time your personal information was collected unless you otherwise consent.