



The University of Victoria collects, uses, discloses and retains personal information only in compliance with the BC *Freedom of Information and Protection of Privacy Act* (FIPPA). A Privacy Assessment has been conducted and approved by the University Secretary.

### **1. Collection, use and disclosure**

The University of Victoria collects and uses the personal information on this form (equity information) pursuant to section 26 (c) and (e) of the FIPPA.

The university collects and uses equity information directly related to and necessary for the implementation of its employment equity program (the program). In addition, equity information is collected and used to plan the implementation and the evaluation and monitoring the effectiveness of the program, including its employment equity plan, approved by the BC Human Rights Tribunal.

In general, the equity information is used to improve employment equity at UVic.

Equity information is used to report in an aggregated (statistical summary format); no individual will be identified. Statistics about areas where the numbers are small, and therefore might identify individuals, will not be disclosed publically.

### **2. Security**

The information provided on the survey will be treated confidentially. The responses are not anonymous.

Paper-based responses are confidential when they are placed in the return envelope. Once delivered, the forms are stored in the UVic Equity and Human Rights Office (EQHR).

Employees completing the survey on the web, do so using a web browser via the MyPage portal. The responses are securely transmitted between the user's computer and UVic servers. The UVic servers are located in a facility on campus with strict access control using keycard access, alarm codes, and video surveillance.

### **3. Access**

Access to paper and responses is restricted to select continuing EQHR employees or designated agents of EQHR. When necessary, access to the electronic data is granted to select IT (university systems) employees for system maintenance and troubleshooting purposes only.

### **4. Correction**

Information reported by an employee will be amended or deleted upon written request to the Equity and Human Rights Office.

For more information about the collection and privacy notice or the survey please

- contact the Equity and Human Rights office at 250-721-8488 or [eqhr@uvic.ca](mailto:eqhr@uvic.ca)
- consult the employment equity survey FAQs on our [Employment equity survey page](#)
- see the university [Protection of Privacy policy and Information Security policy and procedures](#)



1. Employee number: \_\_\_\_\_
2. For the purposes of employment equity, an “Indigenous person” is an Indigenous person from Canada or the US and includes persons such as a member of a First Nation, a Métis, an Inuk, a status or non-status Indian, a registered or non-registered Indian, and a treaty Indian.

**Based on this definition, do you self-identify as an Indigenous person?**

Yes  No

3. For the purposes of employment equity, “persons with disabilities” means persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who:
  - a. consider themselves to be disadvantaged in employment by reason of that impairment, or
  - b. believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment, and
  - c. includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.

**Based on this definition, do you self-identify as a person with a disability?**

Yes  No

*If you require information about medical accommodation please contact your UVic Human Resources Consultant.*

4. For the purposes of employment equity, “members of visible minorities” means persons, other than Indigenous peoples, who, because they are non-Caucasian in race or non-white in colour, are in a minority in Canada. This includes both persons who were born in Canada and other countries.

*This information is important for identifying barriers that may be experienced by different visible minority groups, e.g. racial stereotyping by employers may affect the types of jobs for which different visible minority groups are hired.*

**Based on this definition, do you self-identify as a member of a visible minority?**

Yes  No

5. Responses to the survey questions are voluntary. Even if you do not answer the questions, it is helpful for our data quality if you return the survey. If you do not wish to complete this survey, please indicate below and submit your survey.

**I choose not to answer the questions in this survey at this time.**

Thank you for completing this survey. You can return it to the Equity and Human Rights Office (EQHR) through intercampus mail, in a sealed envelope. For more information, please contact 250-721-8488 or [eqhr@uvic.ca](mailto:eqhr@uvic.ca) or consult the FAQs at <http://uvic.ca/eqhr/employment-equity/equitysurvey/faqs>