

LEARN Data Privacy and Security Agreement

Definitions

“LEARN” is a Learning Management System (LMS) hosted within the Human Resource Management System (HRMS).

“Training Content Developer” is an employee at Humber Polytechnic or the University of Guelph-Humber who is responsible for creating, managing, and delivering learning content to employees. An employee who may be responsible for developing learning and training programs/courses for employees (Humber wide), will need to be provisioned the ‘Training Content Developer’ security access within LEARN. This access allows the ‘Training Content Developer’ to upload, assign, and monitor and obtain reports for the respective courses.

“LEARN Administrators” are select employees within the People(s) and Culture division that oversee and manage LEARN. Their responsibilities include developing, converting and reviewing learning content before it is uploaded into LEARN to ensure it meets branding and format standards, resolving technical issues, and working to continuously improve the LMS.

Data Privacy and Security

1. Data Handling Procedures

Humber Polytechnic and the University of Guelph-Humber (hereafter referred to as “Humber”) is a public institution and is committed to ensuring compliance with existing legislated and regulatory responsibilities regarding data.

Training Content Developers with access to institutional data are obliged to engage in responsible, proficient and scrupulous use of that data. They must access and use the data only in the conduct of official business to which they have been assigned and in a manner that advances the institution's mission.

Responsibilities of the Training Content Developers:

- Follow the requirements for data security, protect their access credentials, maintain confidentiality of data and accurately present Institutional Data.
- Limit the collection of personal information only to what is necessary for the assessment or training.
 - Note – LEARN Administrators will review assessment information that collects sensitive personal information to ensure that information contained in reports protect the privacy of LEARN users.
- Consult LEARN Administrators when clarification is needed on the appropriate use and release of Institutional Data.

- Immediately report concerns regarding the compromise of data security (e.g., unauthorized access, disclosure, loss, etc.), data errors, missing data or other data quality concerns.

Each Training Content Developer is accountable for the consequences of misuse or abuse. Those who fail to comply with institutional data policies, information technology policies, and/or related federal or provincial regulations may be subject to disciplinary action and other penalties.

Violations of Data Governance Policy

Any Training Content Developer who violates Humber's policies related to data privacy, security, access and governance and/or federal or provincial regulations, may have their data access terminated.

For more information, please refer to [Humber's Data Governance Policy](#), [Humber's Access and Privacy Policy](#), and [Humber's Acceptable Use Policy for Digital Services](#).

2. Privacy Guidelines

Humber Polytechnic and the University of Guelph-Humber (hereafter referred to as "Humber") is a public institution and is committed to ensuring compliance with existing legislated and regulatory responsibilities regarding information privacy and access, the adoption of high standards of information protection and sound record handling.

Electronic records that contain Personal and other Confidential Information shall not be removed from a secure institutional environment unless they can be kept secure, with prior authorization from the LEARN Administrators, operational need and no other reasonable means to complete the task.

Records Management

Records are considered an institutional asset and therefore must be managed to maximize their usefulness to Humber's operations. Training Content Developers are responsible for ensuring that records are properly protected, maintained, and appropriately utilized across the institution.

For more information, please refer to [Humber's Access and Privacy Policy](#).

Termination of Access

If an individual's employment with Humber Polytechnic/ University of Guelph-Humber ends, or their professional responsibilities no longer require access to the data, or the scope of required security access changes, they have a joint responsibility with the LEARN Administrators to ensure your Training Content Developer security access is revoked or changed appropriately. If your access is not changed in a timely manner, you are required to notify the LEARN Administrators.

Employee Acknowledgment and Agreement

By signing below, I, the undersigned, acknowledge that I have entered into the LEARN Data Privacy and Security Agreement, and that:

1. I have read and understood the obligations that I have agreed to, and
2. I will comply with the terms of the LEARN Data Privacy and Security Agreement.

Signature

Date

Name:

Title: