



**Office of Equity, Diversity, and Inclusion & Legal Services**

<p><b>Provost and Vice President (Academic) Approval Authority General Counsel</b></p>	
<p><b>Office of Equity, Diversity and Inclusion &amp; Privacy Office, Legal Services</b></p>	
<p><b>February 29, 2021</b></p>	
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**: The collection of Equity Diversity and Inclusion (“EDI”) Data (defined below) is necessary to assist the University of Calgary (“UCalgary”) to**

**personal information. It must be gathered respectfully and in accordance with human rights and privacy best practices.**

**Assuch, careful consideration must be given to whether the collection, use, and disclosure of EDI Data is reasonably necessary for an institutional purpose and program, and that such collection, use, and disclosure complies with institutional obligations under applicable legislation (including but not limited to, Alberta’s Freedom of Information and Protection of Personal Information Act (“FOIP”) and the Alberta Human Rights Act (“AHRA”).**

**To set a standard and review procedure (the “Standard”) for UCalgary’s collection of EDI Data. The Standard is intended to**

- a. Ensure clarity and consistency, avoid duplication, and reduce confusion among stakeholders and respondents in UCalgary’s collection of EDI Data;**
- b. Ensure compliance with institutional obligations under applicable legislation;**
- c. Facilitate UCalgary’s EDI objectives and programs; and**
- d. Ensure EDI Data is being collected and disseminated under appropriate delegated authority.**

**This Standard applies to the collection of EDI Data (as defined below) for UCalgary institutional/administrative purposes by all faculties and units. Such purposes may include, but are not limited to, collecting EDI Data for accreditation, program evaluation, quality improvement, reporting and to inform other faculty or unit-level EDI initiatives.**

**This Standard does not apply to surveys conducted by external third party organizations.**





also be done to ensure that survey responses do not contain “quasi-” or “indirect identifiers” – variables that may be used to single out individuals without directly identifying them. A classic example is the combination of gender, date of birth, and postal code.

- a) Faculties/units intending to collect/use/disclose EII Data must submit their intended plans to [fcip@ucalgary.ca](mailto:fcip@ucalgary.ca) and cc [EIIData@ucalgary.ca](mailto:EIIData@ucalgary.ca) with the subject line
- b) Submissions must demonstrate compliance with the Standard in Section 4 and include
  - i. the complete form of intended collection (i.e., survey, questionnaire, attestation, etc.) with draft FOIP notice;
  - ii. written approval from a member of SLT
  - iii.

- c) **The Committee will meet at least monthly and will review all submissions to ensure compliance with the standards set out in section 4. In addition, the Committee will consider the submission holistically in light of all other institutional EDI Data initiatives proceeding at UCalgary, to avoid duplication of efforts and survey fatigue.**
- d) **The Committee shall either approve or deny the submission. In some cases, the Committee may provide feedback to improve the submission for resubmission.**
- e) **In the event the Committee cannot reach a consensus on the submission, the co-chairs shall make**