

Consultation and Engagement Activities Privacy Notice

Purpose of the collection of your personal information

Consultation and engagement is a process where the Commission on Inclusive Education (the “Commission”) invites organizations and/or individuals to provide their views on various topics related to the Commission’s mandate of recommending reforms of inclusive education in Nova Scotia.

Activities include, but are not limited to:

- in-person meetings or events (roundtable meetings or meetings with stakeholders, town halls, public meetings, forums, workshops, advisory committees)
- online consultations (surveys, discussion forums, social media, contests)
- oral, written or video submissions (telephone, email, fax, mail or video link)

Participation is voluntary

Participation in all Commission consultation and engagement activities is voluntary.

The Commission’s authority to collect information

Your personal information is collected under the authority of the *Teachers’ Professional Agreement and Classroom Improvements (2017) Act*.

Your personal information will be managed and administered in accordance with the *Freedom of Information and Protection of Privacy Act* and other applicable legislation.

The Commission is headquartered at St. Francis Xavier University; your personal information may be stored at St. Francis Xavier University for administrative purposes.

Uses and disclosures of your personal information

Your personal information will be used by the Commission for policy analysis, research, and/or communications. Uses and/or disclosures of your personal information will never result in an administrative decision being made about you.

Handling of your personal information

The Commission requests that information provided for the Commission’s consultation and engagement activities not include any identifying personal information about you or anyone else — other than your name, organization and contact information, if requested by the Commission. Please use general terms such as “student”, “teacher”, and “school”, rather than specific names or places that could tend to identify someone.

If your feedback includes unsolicited personal information for the purpose of attribution, the Commission may choose to include this information in publicly available reports on the consultation and elsewhere.

If personal information is provided by an individual member of the general public (who is not participating on behalf of an organization), the Commission will remove it prior to including the individual's responses in the data analysis or publicly available reports, unless otherwise noted.

Please keep in mind that any information under the control of the Commission can be subject to access requests under the Freedom of Information and Protection of Personal Privacy Act.

Please see the [Commission's Privacy Policy](#) for more information.

Duty to Report Abuse or Neglect

If your feedback includes information about the neglect or abuse of a child, the Commission may have a positive duty to report this information to the applicable child welfare agency. The *Family and Children's Services Act* in Nova Scotia imposes a positive duty to report suspected abuse by a parent or guardian for any person under 19 years of age, and suspected abuse by a third party for any person under 16 years of age.

Publication of Submissions

Your submission, or portions thereof, may be reproduced, translated, modified or adapted for publication on inclusiveedns.ca or inclusion in other communication activities or publicly available reports of the Commission.

Publication of Images

The Commission may record, film, photograph, audiotape or videotape in-person meetings or events held as part of the consultation and engagement activities (the "Recordings"). The Commission may display, publish, distribute or live-stream the Recordings for the purpose of publishing on the Commission's website and/or social media sites or in publicly available reports of the Commission. You will be notified in advance if an in-person meeting or event will be recorded, filmed, photographed, audiotaped or videotaped.

Your rights

You have the right to the protection of, access to and correction of your personal information.

You have the right to file a complaint with the Office of the Privacy Commissioner of Nova Scotia regarding the Commission's handling of your personal information.

Your Consent

By participating in the Commission's consultation and engagement, you confirm that you have read and understood this privacy notice.