UNIVERSITY OF TORONTO
FACULTY OF MEDICINE

Protocol for
WebCV Data Access and Use

February 26, 2014

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Faculty of Medicine, University of Toronto

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TABLE OF CONTENTS

I. INTRODUCTION

A. THE WEBCV APPLICATION

The WebCV application provides an online method of inputting, storing, updating and accessing curricula vitae as an alternative to current paper systems for these functions. It allows faculty member account holders to manage their curricula vitae in a convenient online system. It also allows authorized administrators (defined below) at the Faculty of Medicine and affiliated hospitals (see definition of "Hospital" below) to access data in the application for reporting, planning and other institutional purposes in accordance with this Protocol.

B. PRECONDITION OF FACULTY MEMBERS
PARTICIPATING

In order to participate in WebCV and set up an account, faculty members must agree to the terms of this Protocol and consent to their data being accessed and used as set out in the Protocol.

C. PURPOSE OF THIS PROTOCOL

This Protocol explains how information in the WebCV Application in the Faculty of Medicine will be kept, accessed and used, and describes privacy protections and how account holders can limit access to certain confidential information.

D. STATUS OF THIS PROTOCOL

This Protocol was approved by the Dean of Medicine on February 26, 2014. It shall remain in effect and will not be changed unless changes are approved by the Dean of Medicine. This Protocol governs all persons, including institutions, that are granted access to data in WebCV.

II. GLOSSARY

Account – A named user account in the WebCV Application, protected by a password, and giving the Account Holder specific access rights and functionality based on his/her role.

Account Holder – A faculty member, administrator, or technical staff member who has an Account in the WebCV Application.

Authorized Administrator - An individual Account Holder designated by an Organizational Unit, who has signed an Authorized Administrator agreement (attached as Appendix B, C and D) and will have the ability to view the individual Reports and Data screens of other Account Holders within that Organizational Unit and to generate Reports and export Data in accordance with this Protocol. (See also "Faculty Senior Authorized Administrator".)

Data – The generic term used for the information contained in the WebCV Application (i.e. text and numbers in database fields). Data can be accessed through the application screen, exported from the application, or incorporated into Reports in accordance with this Protocol.

Data Entry – The process of entering Data into WebCV, usually done manually (by typing, or by using cut and paste), and often done in the first instance by a dedicated WebCV data entry person and thereafter by the Account Holder or his/her delegate.

Data Export – The action of taking Raw Data out of the WebCV Application (an "Individual Data Export") or the Reporting Service (a "Group Data Export") in a delimited form.

Faculty – The Faculty of Medicine, University of Toronto

Faculty Senior Authorized Administrator – any of the following Faculty academic administrators who have signed an Authorized Administrator agreement (see Appendices C and D): the Dean, the Deputy Dean, a Vice-Dean or a Department Chair in the Faculty of Medicine.

FIPPA – The Ontario Freedom of Information and Protection of Privacy Act

Hospital – This includes hospitals affiliated with the University and eligible non-hospital not-for-profit research institutions that have the appropriate Governing Council approved comprehensive agreements with the University regarding teaching and research.

Limited Use Data - Data that is not publicly available, but will be accessible to Authorized Administrators for confidential planning or aggregate reporting purposes. (See section VI B 2 below.)

MedSIS - The Faculty of Medicine's Medical Student Information System, used by the Undergraduate Medical Education office (UGME).

Organizational Unit – The Faculty (as represented by, for example, the Dean or Vice-Dean, Research) or a sub-unit of the Faculty (for example, a department or division) or a Hospital (as defined above) or a sub-unit of a Hospital (for example, a department or a division) in which faculty member Account Holders have appointments.

Private Record – A Record that includes information that should or must be kept confidential and which the Account Holder has marked with the label "Keep this record private". Only the Account Holder him/herself and the Dean of Medicine and the Faculty's Vice-Dean of Research and International Relations will be able to view a Record marked "Keep this record private". (See sections VI B 3 and VI C 3 below.).

Publicly Available Data - Certain types of personally-identifying academic activity Data that are commonly included in annual reports, traditional academic curricula vitae, or are available in public reports or databases and are considered to be publicly available and may be disseminated publicly. (See section VI B 1 below.)

POWER – The Faculty of Medicine's Postgraduate Web Evaluation and Reporting system, used by the Postgraduate Medical Education office (PGME).

Raw Data – Data that is exported directly from the database of the WebCV Application or the Reporting Service without being manipulated or transformed, and appears as it has been entered in the Account Holder's Account.

Record – The information on a single activity of a single type, associated with a specific WebCV Account (i.e. a single person).

Report – A formatted, document-style output of the WebCV Application or the Reporting Service that presents Data (either individual or group) in a readable and usable way.

a) Individual Report: A Report compiling WebCV Data from an individual WebCV faculty member Account, produced directly from the WebCV Application.
b) Group Report: A report including Data from two or more individual WebCV faculty member Accounts, produced through the WebCV Reporting Service. There are 2 types of Group Reports (see section VI A 1 below for more detail):
    i. Compilation Report: A Report including specific Data in lists or similar formats that will identify individuals
    ii. Aggregate Report: A Report that provides information about quantity and does not identify individuals.

Reporting Service – The WebCV service that provides Authorized Administrators the ability to request or access Reports and exports of WebCV Data for two or more individual faculty members. Reports and exports may be requested of, and prepared manually by, staff of the WebCV Reporting Service.

Terms of Use – A document (possibly in electronic form) that each individual WebCV faculty member Account Holder will sign whereby he/she consents to the access and use of his/her Data as described in this Protocol. (See Appendix A.)

WebCV Application – The application where faculty members and/or their designates can enter Data into WebCV. The WebCV Application also allows faculty members (and their designates) to access their own Reports or Data and Authorized Administrators to access Reports or exports of WebCV Data for individual faculty members in accordance with this Protocol.

III. OVERVIEW

A. OVERARCHING PRINCIPLES CONCERNING DATA RETENTION, ACCESS AND USE AND PRIVACY AND CONFIDENTIALITY

1. WebCV will be a secure and safe web environment for faculty members to manage their curricula vitae.
2. WebCV will provide important information to the Faculty of Medicine (and its organizational sub-units) and to Hospitals (and their organizational sub-units) that will be accessible to them under terms and conditions outlined in this Protocol.
3. Faculty member Account Holders can limit access to certain of their confidential information in WebCV.

4. An individual's Data and Reports on the system can only be accessed and used in accordance with this Protocol
5. Failure of individuals or institutions to follow the terms of this Protocol, especially terms regarding protection of privacy and confidential information, is a serious matter that will be brought to the immediate attention of the Dean of Medicine.

B. SUMMARY OF HOW DATA MAY BE ACCESSED AND USED

This summary is meant only as an introduction; all of these issues are dealt with in detail elsewhere in this Protocol.

1. Each individual faculty member WebCV Account Holder belongs to one or more Organizational Units and sub-units. Currently this usually includes the Faculty of Medicine, the faculty member's university department (and possibly also a division), and also, for clinical faculty, the Hospital (as defined above, i.e. including certain research institutions) department or even division. In future, to support aggregate and compilation reporting, this may be expanded to include a Hospital (as a corporate entity), a practice plan, or an AFP (Alternative Funding Plan).

2. In each Organizational Unit one or more Account Holders may be designated by the unit as an Authorized Administrator, meaning that they have the ability to view the individual Reports and Data screens of other Account Holders within that Organizational Unit and to export that Data. However, this ability is subject to privacy-related technical exceptions, listed below in section IV B, and to the requirements and conditions set out in this Protocol. Authorized Administrators must sign the appropriate WebCV Authorized Administrator agreement (see Appendices B, C and D).

3. A Data Export or Report for a single individual may only be accessed and used for existing confidential processes concerning the individual (such as academic promotion) in the same or similar manner as that information is currently accessed and used in paper or electronic form in accordance with policies and accepted practices. The individual must be notified in advance and confirm that his/her Data or Report may be accessed.

4. Group Data Exports may only be accessed and used by Faculty Senior Authorized Administrators in accordance with this Protocol and any information so accessed that is not publicly available may only be used for confidential internal planning within an Organizational Unit. No advance notice will be given to the faculty member Account Holders.

5. Compilation and Aggregate Reports can be generated by Authorized Administrators for their Organizational Units through the WebCV Reporting Service, which will provide a manual, per-request service. For Compilation Reports, faculty member Account Holders will be given advance notice of the

collection of Data per section VI D 4 below. For Aggregate reports, no advance notice will be given to the faculty member Account Holder.

6. Aggregate and Compilation Reports may be accessed and used under the following conditions:

- Only Report formats that have been approved by the appropriate WebCV committee may be produced.
- Approved Reports will be produced by Authorized Administrators of the Organizational Unit through the Reporting Service. Authorized Administrators will be responsible for ensuring that Reports they produce are compliant with this Protocol and in particular with the provisions regarding allowable use and protection of privacy and of confidential Data.
- Reports for an Organizational Unit will be limited in scope to the Data regarding individuals who have appointments in that Organizational Unit.
- Only Data that is publicly available or that has been summarized to the extent where it will not be possible to identify a characteristic with a specific individual may be included in an Aggregate or Compilation Report.

IV. RESPONSIBILITY FOR ACCURACY OF DATA AND PROTECTION OF PRIVACY AND OF CONFIDENTIAL INFORMATION

A. RESPONSIBILITY OF FACULTY MEMBERS

Faculty member Account Holders are responsible for ensuring that all data in their account is accurate and for reviewing their data regularly for accuracy.

Faculty members should mark records containing confidential information "Keep this record private" (see sections IV C and VI B 3 below) and review their data regularly to assess whether any data has become confidential and should be marked accordingly.

Faculty member Account Holders must ensure that they do not enter any data into their account that is highly confidential or highly sensitive (see section VI B 4 below) and review their data regularly to assess whether any data has become highly confidential or highly sensitive and must be deleted.

B. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

The University of Toronto is subject to the Freedom of Information and Protection of Privacy Act (FIPPA).

The University collects under this Protocol only such personally identifiable information as is necessary to operate the WebCV Application. Account Holders may enter additional data into their WebCV account if they so wish.

C. BUILT-IN PRIVACY FUNCTIONS FOR ACCOUNT HOLDERS

Both the WebCV Application and the Reporting Service have built-in privacy functions that allow Account Holders to limit access to certain of their information as appropriate.

First, certain specific activity Records in an Account Holder's WebCV Account may be marked by the Account Holder as "Keep this record private." The types of Records that may be so marked are described in section VI B 3 of this Protocol. When this checkbox is checked, the Record is only visible to the Account Holder him/herself and his/her designate and to the Dean and Vice-Dean Research of the Faculty of Medicine (in accordance with Section VI C 3 of this Protocol); it is not included in any individual Report and further, is not available or included in any Aggregate or Compilation Reports or Data Exports generated by anyone other than the Account Holder or the Dean or Vice-Dean Research (acting in accordance with Section VI C 3). The intention is to provide the Account Holder with a way of recording sensitive confidential information.

Second, any specific activity Record in an Account Holder's WebCV Account can be marked as "Save as draft entry." When this checkbox is checked, the Record is only visible to the Account Holder him/herself and his/her designate; it will be printed in any individual Report generated by the Account Holder or his/her designate but not in any individual Report generated by anyone else; further, it is not available or included in any Aggregate or Compilation Reports or Data Exports generated by anyone other than the Account Holder. The intention is to provide a method of entering placeholders for incomplete or uncorrected information, but also to remind the Account Holder of the existence of this Data so it can be finalized.

Finally, when Reports or Data are accessed by an Authorized Administrator, an "access logging" function will record the date and time of each Data Export or Report generation, and the identity of the Authorized Administrator. The Authorized Administrator will not be required to enter a reason for his/her access, but will be notified that his/her access is being logged. Similarly, in the Reporting Service, each access of a Report or Data Export by an Authorized Administrator will be logged.

V. INDIVIDUAL DATA EXPORTS AND REPORTS

A. AN INDIVIDUAL FACULTY MEMBER'S ACCESS TO HIS OR HER OWN DATA AND REPORTS

An individual faculty member WebCV Account Holder will have full access to his/her own individual Data in WebCV via the Data Entry / management screens, as well as the ability to report on this Data using all available individual Report formats (including, but not limited to, the Promotional CV, the Teaching and Education Report, the Creative Professional Activity Report and the Annual Activity Report) and Data export tools.

An individual faculty member WebCV Account Holder may delegate the same level of access that he/she has to a designate (such as his/her assistant) who helps manage the Account.

B. ACCESS TO A SINGLE INDIVIDUAL'S REPORTS AND DATA BY AUTHORIZED ADMINISTRATORS

Individual Reports and Data can be accessed directly from the WebCV Application and used by Authorized Administrators only for existing confidential processes concerning the individual Account Holder, including (but not limited to) academic promotion and annual academic activity review, which are currently being fulfilled by means of paper or electronic reports, and in accordance with policies and accepted practices.

An Authorized Administrator who intends to access an individual faculty member Account Holder's Data or Reports for confidential processes concerning the individual (such as academic promotion) must notify that individual by email in advance, advising who is intending to access, the date and the intended purpose, suggesting that the individual ensure that his/her Data and Reports are up to date and asking for confirmation that the Data or Report may be accessed. The administrator may not access the Data or Report until such confirmation is received.

To access Raw Data for a group of two or more individuals (or to produce a Compiled or Aggregate Report), an Authorized Administrator must go through the Reporting Service. An Authorized Administrator may NOT generate directly from the WebCV Application either a Data Export or a Report that includes Data from a group of two or more individuals.

All individual Data and Reports shall be treated as confidential. In no case may individual Data or Reports be disseminated without the individual faculty member's written permission either outside the Organizational Unit or to anyone within the Organizational Unit apart from those other administrators who need to see them for the purposes set out above. This applies no matter what form the Report or Data may take (electronic, printed, or verbal).

VI. GROUP DATA EXPORTS AND REPORTS

A. TYPES OF GROUP REPORTS AND DATA EXPORTS

1. Group Reports

The following types of Reports can be generated by the WebCV Reporting Service at the request of an Authorized Administrator:

1. *Compilation Reports:* These gather Data from two or more individual WebCV faculty member Accounts in a meaningful way for an Organizational Unit (e.g., academic unit, department, Hospital) providing more details of academic output than simple sums or totals, such as a listing of all the peer-reviewed publications, listing of awards or honours, appointments, or promotions. The Report will gather the actual text in database fields and will therefore identify individuals with respect to their academic work.

2. *Aggregate Reports:* These combine Data from two or more individual WebCV faculty member Accounts to provide information about quantity (e.g., sums or totals) of academic output for an Organizational Unit (e.g., academic unit, department, Hospital), such as a count of the number of publications, number of peer-reviewed grants, or the total amount of peer-reviewed grant funding. The Report will not identify individuals and accordingly will not report any Data for groups with fewer than 5 individuals. Statistical summaries of Compilation Reports are not aggregate reports for the purposes of this Protocol. Aggregate Reports could range from simple "lists" of aggregated activity Data of specific kinds to high-level statistical Reports that provide counts, averages, and other statistical information about the activity (like those provided by POWER).

2. Group Data Exports

In addition to formatted, specific-purpose Reports, the WebCV Reporting Service can also provide Group Data Exports. A Faculty Senior Authorized Administrator for an Organizational Unit at the Faculty may access and export Raw Data for two or more individual WebCV faculty members in the Organizational Unit (a "group") through the Reporting Service as set out below in this Protocol. This access is subject to the restrictions and privacy and confidentiality protections described in section VI C below. There are two types of Group Data Exports, confidential and non-confidential, and the purposes and Data to be included are set out below for each type.

Teaching Evaluation Scores will NOT be included in Compilation or Aggregate Reports or in the Data made available to an Authorized Administrator exporting group Data.

B. TYPES OF DATA IN WEBCV

This section describes 4 types of Data that are in the WebCV application. Sections C and D below describe in detail how these categories of Data may be accessed and used in Group Data Exports and Reports by Authorized Administrators.

1. Publicly Available Data

Based upon long-established usage, certain types of personally-identifying academic activity Data are considered to be publicly available. These types of Data are those that are commonly included in annual reports, traditional academic curricula vitae, or are available in public reports or databases.

Accessible By: Account Holder and any Authorized Administrator.

Authorized Use: May be used by any Authorized Administrator for any purpose authorized by this Protocol, including publication in a public report or database.

Inclusion in Reports: May be included in non-confidential Group Data Exports and Compilation Reports and disseminated publicly.

The Account Holder must not mark data in this category "Keep this record private."

Examples include information about the Account Holder's:

Qualifications:
- Degrees held
- Appointments and promotions
- Awards and honours
- Membership in professional associations
- Special lectures, continuing education activities completed

Teaching and mentorship:
- Teaching activities
- Teaching philosophy

Service to the academic community:
- Institutional administrative and leadership activities
- Membership on Faculty and Departmental committees
- Peer review activities, including editorial boards

Research and scholarship:
- Sponsored research from any source held as principal investigator, whether or not peer reviewed, **except to the extent that the information is confidential (as outlined in section B(3) below)**

- Donations received in support of the Account Holder's research, **except to the extent that the information is confidential (as outlined in section B(3) below)**
- Salary support and other funding received (if it is publicly available)
- Publications (published)
- Presentations (Invited Visits)
- Research statements

Knowledge mobilization and entrepreneurship activities:
- Patent applications only when laid-open (i.e. when made publicly available by the patent office)
- Issued patents, registered copyrights and trade-marks

Other activities:
- Creative professional activities
- Creative professional activities statement
- International activities
- Other noteworthy academic activities

2. Limited Use Data

Accessible By: Account Holder and any Authorized Administrator.

Authorized Use: May be used by any Authorized Administrator for any purpose authorized by this Protocol.

Inclusion in Reports: May be included in Confidential Group Data Exports by Faculty Senior Authorized Administrators and in Aggregate Reports.

The Account Holder must not mark data in this category "Keep this record private" but access and use are limited as set out in this Protocol.

Examples include information about the Account Holder's:
   Teaching and mentorship:
- Student and trainee supervision and awards
- Mentorship
- Trainee salary support
- Innovations and development in teaching and education

3. Private Records

Certain Records contain information, either relating to the Account Holder or third parties, that should or must be kept confidential.

Accessible By: Account Holder, the Dean and Vice-Dean, Research only.

Authorized Use: May be taken it into account by the Dean and Vice-Dean in their confidential planning for the Faculty or a division of the Faculty. The Dean and Vice-Dean may identify and share trends and numbers with senior academic leaders and/or senior administrators at the Faculty provided that specific information is not shared and confidentiality is protected.

Inclusion in Reports: Shall not be included in any Reports.

The Account Holder should consider carefully how confidential information should be included in a Record and should mark such Records "Keep this record private" where appropriate.

Examples include information about the Account Holder's:

- Research funding applied for but not funded, or research proposed but not initiated
- Publications submitted or accepted for publication, but not yet published
- Conflicts of interest, financial or otherwise

4. <u>Data that must not be included in WebCV</u>

Notwithstanding the foregoing, Account Holders should not put the following highly confidential or highly sensitive information into the WebCV application:

- Personal information of third parties that is not otherwise a matter of public record
- Details of consulting or other work performed by the Account Holder that is unrelated to the Account Holder's institutional or professional responsibilities
- Any other information, the public disclosure of which would breach an obligation of confidentiality owed by the Account Holder or the Account Holder's institution to any third party
- Information about the Account Holder's research and scholarship:
  - Sponsored research that is subject to any contractual obligation of confidentiality to the sponsor (e.g. title of project, technical description of work, business terms)
  - Phase 1 and Phase 2 clinical trials being carried out by the Account Holder, where the sponsor and the subject of the trial have not been made public or an agreement with the sponsor otherwise requires confidentiality
  - Donor identity, where the donor has requested anonymity
  - Any other highly confidential or highly sensitive information respecting the Account Holder's research and scholarship

- Information about the Account Holder's knowledge mobilization and entrepreneurship activities:
  - Invention disclosures filed which are not otherwise embodied in a laid-open (i.e. made publicly available by the patent office) patent application or issued patent
  - Patent applications that have not been laid-open
  - The commercial terms of licenses or other commercialization agreements entered into by the Account Holder (or the Hospital where he/she has an appointment or is employed), or the amount of revenue received in respect thereof
  - Information that could be reasonably expected to be included in a patent application
  - Any other highly confidential or highly sensitive information about the Account Holder's knowledge mobilization and entrepreneurship activities (or that of the Hospital where he/she has an appointment or is employed)

Account Holders must review their data regularly to assess whether any data has become highly confidential or highly sensitive and must be deleted

If in doubt whether information should be included in the WebCV application, the Account Holder should consult with his or her institution and, where appropriate, secure the permission of third parties such as collaborators, before including the information in a Record.

C. GROUP DATA EXPORTS BY FACULTY SENIOR AUTHORIZED ADMINISTRATORS

Section B above describes 4 categories of Data that are in the WebCV application. This section describes in detail how these categories of Data may be accessed and used in Group Data Exports by Faculty Senior Authorized Administrators.

1. <u>Non-confidential Group Data Exports</u>

Non-confidential Group Data Exports are Group Data Exports for the purpose of the academic mission of an Organizational Unit at the Faculty and may include only information that is considered to be publicly available (as described in Section VI B 1).

A Faculty Senior Authorized Administrator in an Organizational Unit at the Faculty may access and export group Data that is considered to be publicly available (as described in Section VI B 1) for that Organizational Unit through the Reporting Service, for purposes consistent with the Faculty's academic mission. Such Group Data Exports will only be generated for Organizational Unit purposes and will not focus on any particular individual.

Faculty Senior Authorized Administrators generating such Group Data Exports through the Reporting Service must comply with this Protocol, including reviewing all Data to ensure that it is publicly available and does not include Limited Use Data or Private Records (Records marked "Keep this record private").

Faculty Senior Authorized Administrators and their Organizational Units may use Group Data Exports in accordance with established practices for such Data, including (where usual) distributing them publicly or beyond the bounds of the Organizational Unit.

2. **Confidential Group Data Exports**

Confidential Group Data Exports are Group Data Exports for the purpose of confidential planning by an Organizational Unit at the Faculty and may include Publicly Available Data and Limited Use Data described in section B 2 above, but may not include Private Records (Records marked "keep this record private").

A Faculty Senior Authorized Administrator in an Organizational Unit at the Faculty may Confidential Group Data Exports for that Organizational Unit through the Reporting Service, as necessary for confidential planning processes. These processes may require confidential sharing of the Data outside the Organizational Unit, either within the University of Toronto or to external organizations.

Confidential planning processes may include:

- Strategic Planning
- Quality Assurance Planning
- Educational Program Accreditation

Confidential planning processes may comprise more specific activities and purposes, such as:

- curriculum planning and teaching capacity
- teaching load allocation
- research space and research resource allocation
- analysis of academic performance metrics of the academic unit
- analysis of commercialization and international research activities

Group Data may be accessed and exported only under the following strict conditions:

- Group Data Exports adhere to the "Built-In Privacy Functions" described in section IV B. Data marked "Keep this record private" will not be included in Confidential Group Data Exports.
- The group of persons given access to the Data must be kept small, and must consist only of senior academic leaders and/or senior administrators who need to have access, and they must be advised by the

Faculty Senior Authorized Administrator of the sensitivity of the Data and the need for confidentiality.

- Data obtained through a Group Data Export may only be used for the purpose for which it was exported and may never be published or distributed outside of the Organizational Unit (except as necessary for confidential planning processes).
- Group Data Exports will only be generated for Organizational Unit purposes and will not focus on any particular individual.
- Teaching Evaluation scores will not be included in the Data made available to a Faculty Senior Authorized Administrator exporting group Data.

3. **Access to Data marked "Keep this record private" by the Dean and Vice-Dean Research**

The Dean and Vice-Dean Research of the Faculty of Medicine can view information marked "Keep this record private" in Group Data Exports generated by the WebCV Reporting Service. They will not make that information public or share it with anyone. They may take it into account in their confidential planning for the Faculty or a division of the Faculty. They may identify and share trends and numbers with senior academic leaders and/or senior administrators at the Faculty provided that specific information is not shared and confidentiality is protected

D. GROUP REPORTS

Section B above describes 4 categories of Data that are in the WebCV application. This section describes in detail how these categories of Data may be accessed and included in Group Reports by Authorized Administrators.

1. **Authorized Administrator Access to Group Reports**

Access to the Reporting Service for generation of Compilation and Aggregate Reports will be provided to the designated Authorized Administrator(s) within those Organizational Units that have entered into an agreement with the Faculty regarding the appropriate access to and use of WebCV Data and who are entitled to the Reports.

2. **Scope of Reports**

The scope of Compilation and Aggregate Reports will be limited to the Data of faculty members who have appointments in the particular Organizational Unit that will be receiving the Report

3. **Responsibility of Authorized Administrators**

Authorized Administrators generating Compilation Reports through the Reporting Service must comply with all provisions of this Protocol, including providing advance notification of access to individual faculty members (as set out below in subsection 4). They must review all Data to ensure that it is publicly available and does not include information that is not publicly available (Limited Use Data and Private Records).

Authorized Administrators generating Aggregate Reports through the Reporting Service must comply with all provisions of this Protocol, including ensuring that the Data is sufficiently aggregated to protect the privacy of individuals so that it is not reasonably possible to link Data to an individual and to protect any confidential information. (See subsection 5 below.)

4. **Protection of Privacy and Confidential Information in Compilation Reports**

Compilation Reports, as initially generated by the Reporting Service, may contain Data that can be identified with an individual or that concerns third parties. In order to protect the privacy of individual faculty members and other individuals and the confidentiality of third party information, the Data to be included in the Report shall be limited to data types considered to be publicly available, as described in Section VI B 1 of this Protocol. Limited Use Data and Private Records (described in Section VI B 2 and 3) shall be excluded. The Authorized Administrator must review all Data in the Report to ensure that it is publicly available. Compilation Reports are also subject to the privacy-related technical exceptions listed in Section IV B.

The collection of Data for Compilation Reports will be done on a pre-scheduled basis, with adequate notification being given to every individual faculty member Account Holder whose Data will be included (giving them an opportunity to ensure their own Data is accurate and complete). When an Authorized Administrator intends to access an individual's Data or Reports for a Compilation Report, the Authorized Administrator must notify that individual by email in advance advising who is intending to access, the date and the intended purpose and suggesting that the individual ensure that his/her Data and Reports are up to date. In the email notification, the Authorized Administrator can either:

 I.   Request that the individual respond by email, in which case the Authorized Administrator may access the Account as soon as a response agreeing to the access is received, or;
 II. Not request a response and specify that access will occur 7 days after the date of the email, in which case, if there is no response from the individual after 7 days, the Authorized Administrator may go ahead and access the Account.

5. **Protection of Privacy and Confidential Information in Aggregate Reports**

Aggregate Reports may be based on types of information in the WebCV Application that can be identified with an individual or concern third parties and are not considered to be publicly available. In order to protect the privacy of individual faculty members and the confidentiality of third party information, the information must be aggregated and summarized to the point that it will not be possible, even with "inside" information, to identify a characteristic with a specific individual or third party. The Authorized Administrator must review the Report to ensure that personal and confidential information are not disclosed.

If Data is being reported by division, but there is one division with 5 or fewer individuals in it, either that division must be excluded from the Report, or the Data must be summarized up to a department-wide number. It should be clear that is not acceptable to say that "nobody will know" the size of the division.

Although there is no perfect minimum number to use in all instances, in no case will summarized numbers for an Organizational Unit consisting of less than five (n = 5) individuals be reported. In some cases, based on the sensitivity or unique characteristics of the Data, a higher number (such as 10 or 15) may need to be used to maintain privacy and confidentiality. It is the responsibility of the Authorized Administrator to ensure that an appropriate minimum number is used in Aggregate Reports. If the Authorized Administrator generating a Report has any doubt about the appropriate number, he or she shall seek the advice of the Chair of the WebCV User Committee.

6. **Allowable Use of Reports by Authorized Administrators**

Authorized Administrators and their Organizational Units may use Compilation and Aggregate Reports in accordance with established practices for such Reports, including (where usual) distributing them publicly or beyond the bounds of the Organizational Unit.

VII. IMPORTATION AND STORAGE OF DATA

A. IMPORTATION OF CERTAIN DATA INTO THE WEB CV APPLICATION

The WebCV system has a function that allows for the importing, by WebCV staff, of data into Web CV accounts from external databases (including, but not limited to, MedSIS, POWER and external publication databases like PubMed or WebOfScience). This import function will identify and import specific data of the sort included in the WebCV Application (for instance course/lecture title, date, length of course, publication details, unique IDs). If whole new records are imported they will be marked as "Save as draft

entry" and this Data will then have the protection described in Section IV B unless or until the faculty member decides to remove the "Save as draft entry" designation so that the Data may be included in a Report. Account Holders are expected to review this Data and to check that it is accurate and determine whether to remove the "Save as draft entry" designation. However, where only hyperlinks or citation references for a publication that is already listed as a Record in a faculty member Account Holder's Account are imported into that Record from an external publication database, the Record will not be marked as "Save as draft entry."

B. ACCESS TO AN INDIVIDUAL'S DATA AND REPORTS BY WEBCV STAFF

In order to be able to manage the WebCV application and provide technical support to Account Holders, members of the WebCV staff have the technical ability to change Account passwords or to emulate or assign access rights, and therefore have the ability to access Accounts directly. However, this ability will only be used when necessary to enter Data, provide training, or solve a technical or support issue, usually at the specific request of a faculty member, and never without the Account Holder's knowledge. WebCV staff members will keep all Data that they access confidential. Note that WebCV staff members do not have access to view Records that have been marked as "Keep this record private", but can view Records marked "Save as draft entry".

C. RETENTION AND DELETING OF DATA IN THE APPLICATION

Account Holders will advise WebCV if they are leaving the university or retiring.

If WebCV is advised that an Account Holder is leaving or retiring or deceased, the Account will be marked "inactive" in the next academic year.

If there is no activity on an Account for 5 years, the university Organizational Unit will contact the Account Holder (or, if necessary, his/her designated assistant) to determine whether the Account should be marked "inactive".

Once an Account has been marked "inactive", Data will be kept in the application for 5 years so that it can be accessed for Reports. After 5 years from the date that the Account has been marked inactive, all Data in an inactive Account will be deleted from the application database.

After Data from an inactive Account has been deleted, that Data will no longer be available in the WebCV Application or the Reporting Service. That Data will only exist on Reports that were generated during the timeframe that the individual was active on WebCV.

D. ARCHIVING

The WebCV Application contains only current Data—it does not track, record, or log changes to the database (added, edited, or deleted Records). For this reason, it cannot and does not offer an "archive" function; therefore an Authorized Administrator cannot generate a Report for an individual as it existed on a specific prior date. However, a Report can be archived simply by generating it in a document format and then saving the Report itself outside the application.

VIII. OVERSIGHT OF WEBCV

There will be 2 WebCV committees: the WebCV Oversight Committee and the WebCV User Committee. The WebCV User Committee reports to the Chair of the WebCV Oversight Committee and the WebCV Oversight Committee reports to the Dean of the Faculty of Medicine. There are a number of reasons for this centralization of approval, including ensuring consistency with the principles of FIPPA, and aligning the operation of WebCV with the strategic goals of the Faculty of Medicine.

A. THE WEBCV OVERSIGHT COMMITTEE

The WebCV Oversight Committee will be internal to the Faculty of Medicine and will be chaired by a senior academic who shall not be an Authorized Administrator.

Both the User Committee (see section B below) and the Reporting Service report to the Chair of the Oversight Committee, who will consider and make decisions on recommendations from the User Committee, consulting the Oversight Committee on those matters as appropriate.

The Oversight Committee will be responsible for the oversight of non-financial WebCV matters regarding Data access and use, taking into account such considerations as academic issues and University and Faculty policies. It will consider and decide all requests from Organizational Units or the User Committee for new Compilation or Aggregate Reports. The Oversight Committee will also consider and decide any requests for Reports from persons not otherwise authorized to receive them and requests for access to Data for research. In any of these cases, the committee may limit how the Organizational Unit or individual will be allowed to distribute or use the Data or Reports. All of these types of requests will be prioritized based on how well they align or support the Faculty's strategic goals, and on whether the cost of developing the Report has been appropriately allocated to those who will benefit from it. The Oversight Committee will establish conflict of interest procedures respecting its operations to ensure that committee members do not participate in decisions respecting requests for access (or other matters) in which they have a potential or actual interest.

B. THE WEBCV USER COMMITTEE

The WebCV User Committee, chaired by the Faculty's Director of Information Technology, will report through its chair to the chair of the Oversight Committee. Membership will consist of representatives of the major user communities within the WebCV project, including (but not limited to) individual faculty members and staff, department chairs, representatives of the Faculty Research Office and Faculty Promotions Committee, research institute directors and Hospital representatives. The purpose of this committee will be to review, prioritize, and analyze suggestions regarding new or modified user features, new or modified reports, and new or modified administrative procedures or practices that may affect users of the WebCV Application or its associated reporting systems and to make recommendations to the Chair of the Oversight Committee. Any recommendations of this committee must be approved by the Chair of the Oversight Committee before they may be implemented. The User Committee will have the full support of Discovery Commons with regard to the collection of user suggestions and complaints, the development of technical specifications, research, cost estimates, and other such activities required in order to be able to make informed recommendations

IX. AGREEMENTS WITH FACULTY MEMBERS, AUTHORIZED ADMINISTRATORS AND ORGANIZATIONAL UNITS

Once a faculty member Account Holder's curriculum vitae has been entered into WebCV, he/she will be asked to consent to the access and use of his/her Data as described in this Protocol, via a "Terms of Use" document (see Appendix A), which may be in electronic form. If the faculty member does not consent, then his/her Data in WebCV will not be accessible to anyone (except WebCV domain administrators), including the faculty member Account Holder his/herself, and may not be used by anyone.

In order for an Organizational Unit to be given access to Data in WebCV, the Organizational Unit must sign an agreement that it will comply with the terms of this Protocol. Such access will be through an Authorized Administrator.

An Authorized Administrator of an Organizational Unit must sign a WebCV Authorized Administrator Agreement, agreeing to comply with the terms of this Protocol. (See Appendices B, C and D.)

X. UPDATES AND CHANGES TO THIS PROTOCOL

This Protocol will be published on the WebCV website (http://webcv.utoronto.ca/), and if it is changed or updated, this version will be replaced on the website with the updated version.

If the Faculty proposes to change or update this Protocol in a way that affects the delivery of services to Organizational Units under their agreements, the Faculty will obtain the written consent of the Organizational Units to the change in advance.

The Faculty will notify all faculty member Account Holders if this Protocol is changed or updated, but will not require a new Terms of Use to be signed. If the Protocol is changed in a way that materially affects the privacy of faculty member Account Holders, the Faculty will give them advance email notification setting out what the changes are and will deem them to have consented to the changes if they do not respond to the contrary within 7 days of being notified.

The Faculty will notify Authorized Administrators if the Protocol is changed or updated, but will not require a new Authorized Administrator agreement to be signed. The Faculty will deem Authorized Administrators to have consented to the changes if they do not respond to the contrary within 7 days of being notified.

XI. FUTURE USES

It is recognized that new uses and applications of the WebCV Application or Data may be proposed or requested in the future, including (but not limited to) automatic data interfaces with and feeds to and from other systems. Any such new uses will be subject to review and approval by the WebCV Oversight Committee, and may require separate agreements consistent with principles in this Protocol. In addition, any such new uses may require special notice to any Account Holders that may be affected.

APPENDIX A: TERMS OF USE (CONSENT) FOR FACULTY MEMBERS

The Faculty of Medicine WebCV application provides participating faculty members a convenient, secure and safe online method of storing and managing their curricula vitae. It also supports the activities of the Faculty of Medicine and affiliated hospitals by allowing them, through authorized administrators, to access the data in WebCV (subject to protections for certain confidential or personal information) for the purpose of confidential individual processes (such as promotion) and for organizational reporting, planning and other institutional purposes.

In order to use WebCV, you must consent to your data being accessed and used as set out below by agreeing this Terms of Use.

This Terms of Use summarizes below how your data in WebCV may be retained, accessed and used. **FOR DETAILS ABOUT HOW INFORMATION IN WEBCV WILL BE RETAINED, ACCESSED AND USED, A GLOSSARY OF TERMS USED IN THIS TERMS OF USE AND A DESCRIPTION OF PRIVACY FUNCTIONS THAT YOU MAY USE TO PREVENT OR LIMIT ACCESS TO SOME OF YOUR INFORMATION, PLEASE SEE THE WEBCV PROTOCOL AT** http://webcv.utoronto.ca/termsofuse**.** A primary purpose of the Protocol is to ensure that privacy is protected and that personal information is treated in a manner consistent with the requirements of the Freedom of Information and Protection of Privacy Act.

Your Responsibility for Accuracy of Data and Protection of Confidential Information

You are responsible for ensuring that all data in your account is accurate and for reviewing your data regularly for accuracy.

You should mark records containing confidential information "Keep this record private" (see sections IV C and VI B 3 of the Protocol and review your data regularly to assess whether any data has become confidential and should be marked accordingly.

You must ensure that you do not enter any data into their account that is highly confidential or highly sensitive (see section VI B 4 of the Protocol) and review your data regularly to assess whether any data has become highly confidential or highly sensitive and must be deleted.

You will hold the Faculty harmless from and against any and all claims, losses, etc. arising from your use of the WebCV system.

Access to Data and Use of Data

For individual confidential processes (such as academic promotion), your data in WebCV will be accessed and used in a manner similar to how your paper and electronic data is currently accessed and used in those processes in accordance with policies and accepted practices. You will be notified in advance and your consent will be required before the data may be accessed.

For organizational reporting, planning and other institutional purposes, your data will be accessed along with the data of other faculty members in the same organizational unit (such as a department) and included in reports and group data exports in accordance with the Protocol as follows:

	Publicly Available Data	Limited Use Data (Data that is not publicly available, but must not be marked "keep this record private")	Private Data
Who will see it	Any Authorized Administrator	Any Authorized Administrator	Only the Dean of Medicine and the Faculty's Vice-Dean of Research & International Relations
How it may be used	1.In reports, including public reports 2. In non-confidential group data exports by Senior Faculty Authorized Administrators that may be made public	1.In reports in which data is aggregated 2. In confidential group data exports by Senior Faculty Authorized Administrators, who may need to share it confidentially with others for planning purposes	May be taken it into account in confidential planning for the Faculty or a division of the Faculty. Trends and numbers based on this data may be shared with senior academic leaders and/or senior administrators at the Faculty, but specific information will not be shared and confidentiality will be protected
Advance notice to you	1.Yes, for compilation reports (so you can check that your data is	No, for both 1. and 2.	No

	accurate and complete); no for aggregate reports 2.No, for non-confidential group data exports		

Teaching evaluation scores are NOT included in any group data exports or compilation or aggregate reports and are only used for confidential individual processes.

Publicly available data includes certain specific types of personally-identifying academic activity data that, based on long-established usage, are considered to be publicly available and may be disseminated publicly. These types of data are those that are already commonly included in annual reports, traditional academic curricula vitae or are available in public reports or databases. For more information and a list of examples see section VI B 1 of the Protocol.

Data that is not publicly available, but must not be marked "keep this record private" ("limited use data") is data that will be accessible to authorized administrators for aggregate reports and to Faculty senior authorized administrators for confidential group data exports. For more information and a list of examples see section VI B 2 of the Protocol.

Private Data is data that includes information, either relating to you or to third parties, that should or must be kept confidential. You should mark specific activity records containing such information with the label "Keep this record private". Note that public data and limited use data (described above) may NOT be marked as "Keep this record private". For more information and a list of examples of private data, see sections VI B 3 and C 3 of the Protocol. Note that the Dean of Medicine and the Faculty's Vice-Dean of Research and International Relations will be able to view data marked "Keep this record private".

Data that must be kept out of WebCV: Certain data that is highly confidential or highly sensitive must not be put into your WebCV account at all. An example of such information is any information that is subject to an obligation of confidentiality. For more information and a list of such information, see section VI B 4 of the Protocol.

Draft data: You may mark any specific activity record that is still in draft form as "Save as draft entry." The record will only be visible to you and will not be included in any reports or data exports generated by anyone other than you. The intention is to provide a method of entering placeholders for incomplete or uncorrected information, but also to remind you of the existence of this data so it can be finalized.

Authorized Administrator is an individual designated by an organizational unit (Faculty, department, etc.) to which you belong at the Faculty or at an affiliated hospital or research institution, who has agreed in writing to abide by the Protocol and who will be able to access and use your data accordingly.

Faculty Senior Authorized Administrator is any of the following Faculty of Medicine academic administrators who has agreed in writing to abide by the Protocol regarding access to and use of your data: the Dean, the Deputy Dean, a Vice-Dean or a department Chair.

Notice of access and use: Whenever your data is accessed by an authorized administrator, that access will be logged, including the date and time of each data export or report generation, and the identity of the authorized administrator. You can view this access log through your account. In the case of compilation reports, data is collected on a pre-scheduled basis and you will be notified by email in advance advising who is intending to access, the date and the intended purpose and suggesting that you ensure that your data and reports are up to date.(For details see section VI D 4 of the Protocol.) In the case of all other group reports and data exports, you will get no advance notice of the access and use.

Retention of Data

The WebCV application contains only current data and does not offer an archive function.

If you leave the university or retire, you must advise WebCV. Your account will then be marked "inactive" in the next fiscal year and data will be kept on the WebCV application for 5 years so that it can be accessed for reports. After 5 years from the date that the account has been marked inactive, all data in an inactive account will be deleted from the application database.

If there is no activity on your account for 5 years, the Faculty will contact you to determine whether the account should be marked "inactive".

Changes to the Protocol and/or to this Agreement

The Faculty will notify you if this Terms of Use or the Protocol is changed or updated, but will not require a new Terms of Use to be signed. The Protocol and this Terms of Use will be published on the WebCV project website (http://webcv.utoronto.ca/termsofuse), and replaced with an updated version each time updates are made. If this Terms of Use or the Protocol is changed in a way that materially affects the privacy of faculty member account holders, the Faculty will give you advance email notification setting out what the changes are and will deem you to have consented if you do not respond to the contrary within 7 days.

If you have any questions, please contact medicine.webcv@utoronto.ca or 416-946-3289.

_____

[BUTTON: I have read the Terms of Use and the Protocol for WebCV Data Access and Use and I agree to their terms and consent to my data and reports in the WebCV application being accessed and used in accordance with the Terms of Use and the Protocol.]

APPENDIX B: AUTHORIZED ADMINISTRATOR AGREEMENT

[Note: The Dean and Vice-Dean Research sign only Appendix D; Other Vice-Deans, the Deputy Dean and Department Chairs sign only Appendix C.]

The Faculty of Medicine WebCV application provides participating faculty members a convenient, secure and safe online method of storing and managing their curricula vitae. It also supports the activities of the Faculty of Medicine and affiliated hospitals by allowing them, through authorized administrators, to access the data in WebCV (subject to protections for certain confidential or personal information) for the purpose of confidential individual processes (such as promotion) and for organizational reporting, planning and other institutional purposes.

In order to be granted access to WebCV as an authorized administrator, you must agree to the terms of this agreement as set out below regarding access to and use of data in WebCV.

This agreement summarizes below how you may access and use data in WebCV. **FOR DETAILS ABOUT HOW INFORMATION IN THE WEBCV APPLICATION MAY BE ACCESSED AND USED,   A GLOSSARY OF TERMS USED IN THIS AGREEMENT AND A DESCRIPTION OF PRIVACY FUNCTIONS IN THE APPLICATION, PLEASE SEE THE WEBCV PROTOCOL AT** http://webcv.utoronto.ca/termsofuse**.**

A primary purpose of the Protocol is to ensure that privacy is protected and that personal information is treated in a manner consistent with the requirements of the Freedom of Information and Protection of Privacy Act. It is also critical that confidential third party information is protected. As an authorized administrator you may have access to such information and must ensure that it is used only in accordance with this agreement.

Access to Data and Use of Data

1. **Access to a single individual faculty member's reports and data for confidential processes concerning the individual**

You may access a single individual faculty member's reports or data exports only for existing confidential processes concerning the individual, including (but not limited to) academic promotion and annual academic activity review, in a manner similar to how paper and electronic data is currently accessed and used in those processes and in accordance with policies and accepted practices. You must notify the individual of your intention to access by email in advance and must obtain the individual's consent before the data may be accessed.

All individual data and reports must be treated as confidential. In no case may they be disseminated without the individual faculty member's written permission.

When you access a faculty member's data or reports, an "access logging" function will record your identity and the date and time of each data export or report generation. You will not be required to enter a reason for your access. You will be notified that your access is being logged.

2. **Access to compiled or aggregate reports for organizational reporting, planning and other institutional purposes**

To produce compiled or aggregate reports, you must go through the WebCV Reporting Service. You may NOT generate directly from the WebCV application either a data export or a report that includes data from a group of two or more individuals.

When you access group data for compiled or aggregate reports through the WebCV Reporting Service, your access will be logged.

You may access and use data of faculty members in the organizational unit (such as a department) for which you have been designated an authorized administrator and include the data in reports in accordance with the Protocol as follows:

	Publicly Available Data	Limited Use Data (Data that is not publicly available, but must not be marked "keep this record private")	Private Data
Can you access it?	Yes	Yes	No
How you may use it	In compilation or aggregate reports, including public reports	In reports in which data is aggregated	
Notification of faculty members in advance	Required for compilation reports; not required for aggregate reports	Not required	

Teaching evaluation scores are NOT included in any group data exports or compilation or aggregate reports and may only be used for confidential individual processes.

Publicly available data includes certain specific types of personally-identifying academic activity data that, based on long-established usage, are considered to be publicly available and may be disseminated publicly. These types of data are those that are already commonly included in annual reports, traditional academic curricula vitae or are available

in public reports or databases. For more information and a list of examples see section VI B 1 of the Protocol.

Data that is not publicly available, but must not be marked "keep this record private" ("limited use data") is data that may not be made public, but will be accessible to authorized administrators for aggregate reports and to Faculty senior authorized administrators for confidential group data exports. For more information and a list of examples see section VI B 2 of the Protocol.

Private data is data that includes information relating to either the faculty member account holder or to third parties that should or must be kept confidential. Faculty members may mark specific activity records containing such information with the label "Keep this record private" and it will not be visible to you. For more information and a list of examples see section VI B 3 of the Protocol.

Organizational unit means the Faculty of Medicine or a sub-unit of the Faculty (for example, a department or division) or a hospital or a sub-unit of a hospital (for example, a department or a division) in which faculty member account holders have appointments. You will be an authorized administrator for a specified organizational unit.

Compilation Reports

The collection of data for compilation reports must be done on a pre-scheduled basis. You must notify each individual by email in advance, advising of your intention to access, the date and the intended purpose and suggesting that the individual ensure that his/her data and reports are up to date. In the email notification, you can either request and wait for an email response consenting to access or you can simply advise that access will occur 7 days after the date of the email and, if there is no response after 7 days, access the account. For details see section IV D of the Protocol.

You must review all data to ensure that the report includes publicly available data only.

Aggregate Reports

Aggregate reports may be based on types of information in the WebCV application that are not considered to be publicly available. See section VI B 2 of the Protocol for a list of examples. In order to protect the privacy of individual faculty members and the confidentiality of third party information, the information must be aggregated and summarized to the point that it will not be possible, even with "inside" information, to identify a characteristic with a specific individual.

If data is being reported by division, but there is one division with 5 or fewer individuals in it, either that division must be excluded from the report, or the data must be summarized up to a department-wide number. It is not acceptable to say that "nobody will know" the size of the division.

Although there is no perfect minimum number to use in all instances, in no case will summarized numbers for an organizational unit consisting of less than five (n = 5) individuals be reported. In some cases, based on the sensitivity or unique characteristics of the data, a higher number (such as 10 or 15) may need to be used to maintain privacy and confidentiality. It is your responsibility to ensure that an appropriate minimum number is used in aggregate reports. If you have any doubt about the appropriate number, you must seek the advice of the Chair of the WebCV User Committee.

Allowable Use of Reports

You may use compilation and aggregate reports in accordance with established practices for such reports, including (where usual) distributing them publicly or beyond the bounds of the organizational unit.

Changes to the Protocol and/or to this Agreement

The Faculty will notify you if this agreement or the Protocol is changed or updated, but will not require a new agreement to be signed. The Protocol and this agreement will be published on the WebCV project website (http://webcv.utoronto.ca/), and replaced with an updated version each time updates are made. If the Protocol or this agreement is changed, the Faculty will deem you to have consented if you do not respond to the contrary within 7 days of your being notified.

If you have any questions, please contact medicine.webcv@utoronto.ca or 416-946-3289.

In order to have access to the data and reports in the WebCV application as an authorized administrator, you must agree to follow this agreement and the Protocol by signing below and your Department Chair (for a Faculty of Medicine organizational unit) or your Department Chief or Institute Director (for a hospital or eligible research institute organizational unit) must approve by signing below.

I have read this authorized administrator agreement and the Protocol for WebCV Data Access and Use and I agree that I will access and use data and reports in the WebCV application only in accordance with the agreement and the Protocol and for WebCV purposes only.

Signature of Authorized Administrator

I approve of the above named individual being made an authorized administrator and having access to WebCV for my organizational unit. I will take all reasonable measures

to ensure that the Authorized Administrator is properly trained in the use of WebCV and is aware of and complies with the terms of this agreement and the Protocol.

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Signature of Department Chair (for a Faculty of Medicine organizational unit) or of Department Chief or Institute Director (for a hospital or eligible research institute organizational unit)

APPENDIX C: FACULTY SENIOR AUTHORIZED ADMINISTRATOR AGREEMENT

(FACULTY OF MEDICINE DEAN, DEPUTY DEAN, VICE-DEAN OR DEPARTMENT CHAIR)

[Note: The Dean and Vice-Dean Research sign only Appendix D]

The Faculty of Medicine WebCV application provides participating faculty members a convenient, secure and safe online method of storing and managing their curricula vitae. It also supports the activities of the Faculty of Medicine and affiliated hospitals by allowing them, through authorized administrators, to access the data in WebCV (subject to protections for certain confidential or personal information) for the purpose of confidential individual processes (such as promotion) and for organizational reporting, planning and other institutional purposes.

In order to be granted access to WebCV as a Faculty senior authorized administrator, you must agree to the terms of this agreement as set out below regarding access to and use of data in WebCV.

This agreement summarizes below how you may access and use data in WebCV. **FOR DETAILS ABOUT HOW INFORMATION IN THE WEBCV APPLICATION MAY BE ACCESSED AND USED, A GLOSSARY OF TERMS USED IN THIS AGREEMENT AND A DESCRIPTION OF PRIVACY FUNCTIONS IN THE APPLICATION, PLEASE SEE THE WEBCV PROTOCOL AT** http://webcv.utoronto.ca/termsofuse**.**

A primary purpose of the Protocol is to ensure that privacy is protected and that personal information is treated in a manner consistent with the requirements of the Freedom of Information and Protection of Privacy Act. It is also critical that confidential third party information is protected. As a Faculty senior authorized administrator you may have access to such information and must ensure that it is used only in accordance with this agreement.

Access to and Use of Data

1. **Access to a single individual faculty member's reports and data for confidential processes concerning the individual**

You may access a single individual faculty member's reports or data exports only for existing confidential processes concerning the individual, including (but not limited to) academic promotion and annual academic activity review, in a manner similar to how paper and electronic data is currently accessed and used in those processes and in accordance with policies and accepted practices. You must notify the individual of your intention to access by email in advance and must obtain the individual's consent before the data may be accessed.

All individual data and reports must be treated as confidential. In no case may they be disseminated without the individual faculty member's written permission.

When you access a faculty member's data or reports, an "access logging" function will record your identity and the date and time of each data export or report generation. You will not be required to enter a reason for your access. You will be notified that your access is being logged.

2. **Access to group data exports and compiled or aggregate reports for organizational reporting, planning and other institutional purposes**

To access data for groups (or to produce compiled or aggregate reports), you must go through the WebCV Reporting Service. You may NOT generate directly from the WebCV application either a data export or a report that includes data from a group of two or more individuals.

When you access group data or compiled or aggregate reports through the WebCV Reporting Service, your access will be logged.

You may access and use data of faculty members in an organizational unit (such as the Faculty or a department of the Faculty) for which you have been designated a Faculty senior authorized administrator and include the data in reports and group data exports in accordance with the Protocol as follows:

	Publicly Available Data	Limited Use Data (Data that is not publicly available, but must not be marked "keep this record private")	Private Data
Can you access it?	Yes	Yes	No
How you may use it	1.In compilation or aggregate reports, including public reports 2. In confidential or non-confidential group data exports	1.In reports in which data is aggregated 2. In confidential group data exports	
Notification of faculty members in advance	1.Required for compilation reports; not required for aggregate reports 2. Not required for group data exports	Not required	

Teaching evaluation scores are NOT included in any group data exports or compilation or aggregate reports and may only be used for confidential individual processes.

Publicly available data includes certain specific types of personally-identifying academic activity data that, based on long-established usage, are considered to be publicly available and may be disseminated publicly. These types of data are those that are already commonly included in annual reports, traditional academic curricula vitae or are available in public reports or databases. For more information and a list of examples see section VI B 1 of the Protocol.

Data that is not publicly available, but must not be marked "keep this record private" ("limited use data") is data that may not be made public, but will be accessible to authorized administrators for aggregate reports and to Faculty senior authorized administrators for confidential group data exports. For more information and a list of examples see section VI B 2 of the Protocol.

Private data is data that includes information related to either the faculty member account holder or to third parties that should or must be kept confidential. Faculty members may mark specific activity records containing such information with the label "Keep this record private" and it will not be visible to you. For more information and a list of examples see section VI B 3 of the Protocol.

Organizational Unit means the Faculty of Medicine or a sub-unit of the Faculty (for example, a department or division) or a hospital or a sub-unit of a hospital (for example, a department or a division) in which faculty member account holders have appointments.

Compilation Reports

The collection of data for compilation reports must be done on a pre-scheduled basis. You must notify each individual by email in advance, advising of your intention to access, the date and the intended purpose and suggesting that the individual ensure that his/her data and reports are up to date. In the email notification, you can either request and wait for an email response consenting to access or you can simply advise that access will occur 7 days after the date of the email and, if there is no response after 7 days, access the account. For details see section VI D of the Protocol.

You must review all data to ensure that the report includes publicly available data only.

Aggregate Reports

Aggregate reports may be based on types of information in the WebCV application that are not considered to be publicly available. See section VI B 3 of the Protocol for a list of examples. In order to protect the privacy of individual faculty members and the confidentiality of third party information, the information must be aggregated and

summarized to the point that it will not be possible, even with "inside" information, to identify a characteristic with a specific individual.

If data is being reported by division, but there is one division with 5 or fewer individuals in it, either that division must be excluded from the report, or the data must be summarized up to a department-wide number. It is not acceptable to say that "nobody will know" the size of the division.

Although there is no perfect minimum number to use in all instances, in no case will summarized numbers for an organizational unit consisting of less than five (n = 5) individuals be reported. In some cases, based on the sensitivity or unique characteristics of the data, a higher number (such as 10 or 15) may need to be used to maintain privacy and confidentiality. It is your responsibility to ensure that an appropriate minimum number is used in aggregate reports. If you have any doubt about the appropriate number, you must seek the advice of the Chair of the WebCV User Committee.

Allowable Use of Reports

You may use compilation and aggregate reports in accordance with established practices for such reports, including (where usual) distributing them publicly or beyond the bounds of the organizational unit.

Confidential Group Data Exports

Confidential group data exports are group data exports for the purpose of confidential planning by an organizational unit at the Faculty and may include data that is not public, but must not be marked "keep this record private" ("limited use data") as described above and in section VI B 2 of the Protocol .

You may access and export group data for an organizational unit through the WebCV Reporting Service, as necessary for confidential planning processes, such as Strategic Planning, Quality Assurance Planning and Educational Program Accreditation. For more information regarding confidential planning processes and examples of such processes, see section VI C 2 of the Protocol.

These confidential planning processes may require confidential sharing of the data outside the organizational unit, either within the University of Toronto or to external organizations. The group of persons given access to the data must be kept small, and must consist only of senior academic leaders and/or senior administrators who need to have access, and they must be advised of the sensitivity of the data and the need for confidentiality.

Data obtained through a confidential group data export may only be used for the purpose for which it was exported and may never be published or distributed outside of the organizational unit (except as necessary for confidential planning processes). Group data

exports will only be generated for organizational unit purposes and will not focus on any particular individual.

Non-Confidential Group Data Exports

Non-confidential group data exports are group data exports for the purpose of the academic mission of an organizational unit at the Faculty and may include only information that is considered to be publicly available (as described in Section VI B 1 of the Protocol).

You may access and export group data that is considered to be publicly available (as described in Section VI B 1 of the Protocol) for an organizational unit through the Reporting Service, for purposes consistent with the Faculty's academic mission. Such group data exports will only be generated for organizational unit purposes and will not focus on any particular individual.

When you generate such group data exports through the Reporting Service, you must comply with the Protocol, including reviewing all data to ensure that it is publicly available and does not include limited use data.

You may use non-confidential group data exports in accordance with established practices for such data, including (where usual) distributing them publicly or beyond the bounds of the organizational unit.

Changes to the Protocol and/or to this Agreement

The Faculty will notify you if this agreement or the Protocol is changed or updated, but will not require a new agreement to be signed. The Protocol and agreement will be published on the WebCV project website (http://webcv.utoronto.ca/), and replaced with an updated version each time updates are made. If the Protocol or this agreement is changed, the Faculty will deem you to have consented if you do not respond to the contrary within 7 days of your being notified.

If you have any questions, please contact medicine.webcv@utoronto.ca or 416-946-3289.

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In order to have access to the data and reports in the WebCV application as a Faculty Senior Authorized Administrator, you must agree to follow this agreement and the Protocol by signing at the bottom of this page.

I have read this Faculty Senior Authorized Administrator agreement and the Protocol for WebCV Data Access and Use and I agree that I will access and use data and reports in

the WebCV application only in accordance with the agreement and the Protocol and for WebCV purposes only.

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Signature of Faculty Senior Authorized Administrator

APPENDIX D: AGREEMENT WITH AUTHORIZED ADMINISTRATORS: FACULTY OF MEDICINE DEAN AND VICE-DEAN RESEARCH

The Faculty of Medicine WebCV application provides participating faculty members a convenient, secure and safe online method of storing and managing their curricula vitae. It also supports the activities of the Faculty of Medicine and affiliated hospitals by allowing them, through authorized administrators, to access the data in WebCV (subject to protections for certain confidential or personal information) for the purpose of confidential individual processes (such as promotion) and for organizational reporting, planning and other institutional purposes.

In order to be granted access to WebCV as an authorized administrator (Dean and Vice-Dean Research), you must agree to the terms of this agreement as set out below regarding access to and use of data in WebCV.

This agreement summarizes below how you may access and use data in WebCV. **FOR DETAILS ABOUT HOW INFORMATION IN THE WEBCV APPLICATION MAY BE ACCESSED AND USED, A GLOSSARY OF TERMS USED IN THIS AGREEMENT AND A DESCRIPTION OF PRIVACY FUNCTIONS IN THE APPLICATION, PLEASE SEE THE WEBCV PROTOCOL AT** http://webcv.utoronto.ca/termsofuse**.**

A primary purpose of the Protocol is to ensure that privacy is protected and that personal information is treated in a manner consistent with the requirements of the Freedom of Information and Protection of Privacy Act. It is also critical that confidential third party information is protected. As an authorized administrator (Dean and Vice-Dean Research) you may have access to such information and must ensure that it is used only in accordance with this agreement.

Access to and Use of Data

1. **Access to a single individual faculty member's reports and data for confidential processes concerning the individual**

You may access a single individual faculty member's reports or data exports only for existing confidential processes concerning the individual, including (but not limited to) academic promotion and annual academic activity review, in a manner similar to how paper and electronic data is currently accessed and used in those processes and in accordance with policies and accepted practices. You must notify the individual of your intention to access by email in advance and must obtain the individual's consent before the data may be accessed.

All individual data and reports must be treated as confidential. In no case may they be disseminated without the individual faculty member's written permission.

When you access a faculty member's data or reports, an "access logging" function will record your identity and the date and time of each data export or report generation. You will not be required to enter a reason for your access. You will be notified that your access is being logged.

2. **Access to group data exports and compiled or aggregate reports for organizational reporting, planning and other institutional purposes**

To access data for groups (or to produce compiled or aggregate reports), you must go through the WebCV Reporting Service. You may NOT generate directly from the WebCV application either a data export or a report that includes data from a group of two or more individuals.

When you access group data or compiled or aggregate reports through the WebCV Reporting Service, your access will be logged.

You may access and use data of faculty members in an organizational unit (such as the Faculty or a department of the Faculty) and include the data in reports and group data exports in accordance with the Protocol as follows:

	Publicly Available Data	Limited Use Data (Data that is not publicly available, but must not be marked "keep this record private")	Private Data
Can you access it?	Yes	Yes	Yes
How you may use it	1.In compilation or aggregate reports, including public reports 2. In confidential or non-confidential group data exports	1.In reports in which data is aggregated 2. In confidential group data exports	May be taken it into account in confidential planning for the Faculty or a division of the Faculty. Trends and numbers based on this data may be shared with senior academic leaders and/or senior administrators at the Faculty, but specific information must not be shared and confidentiality must be protected.

Notification of faculty members in advance	1.Required for compilation reports; not required for aggregate reports 2. Not required for group data exports	Not required	Not required

Teaching evaluation scores are NOT included in any group data exports or compilation or aggregate reports and may only be used for confidential individual processes.

Publicly available data includes certain specific types of personally-identifying academic activity data that, based on long-established usage, are considered to be publicly available and may be disseminated publicly. These types of data are those that are already commonly included in annual reports, traditional academic curricula vitae or are available in public reports or databases. For more information and a list of examples see section VI B 1 of the Protocol.

Data that is not publicly available, but must not be marked "keep this record private" ("limited use data") is data that may not be made public, but will be accessible to authorized administrators for aggregate reports and to Faculty senior authorized administrators for confidential group data exports. For more information and a list of examples see section VI B 2 of the Protocol.

Private data is data that includes information related to either the faculty member account holder or to third parties that should or must be kept confidential. Faculty members may mark specific activity records containing such information with the label "Keep this record private", but it will be visible to you. For more information and a list of examples see section VI B 3 and C 3 of the Protocol.

Organizational Unit means the Faculty of Medicine or a sub-unit of the Faculty (for example, a department or division) or a hospital or a sub-unit of a hospital (for example, a department or a division) in which faculty member account holders have appointments. You will be an authorized administrator for the Faculty and its sub-units.

Compilation Reports

The collection of data for compilation reports must be done on a pre-scheduled basis. You must notify each individual by email in advance, advising of your intention to access, the date and the intended purpose and suggesting that the individual ensure that his/her data and reports are up to date. In the email notification, you can either request and wait for an email response consenting to access or you can simply advise that access will occur 7 days after the date of the email and, if there is no response after 7 days, access the account. For details see section VI D of the Protocol.

You must review all data to ensure that the report includes publicly available information only.

Aggregate Reports

Aggregate Reports may be based on types of information in the WebCV application that are not considered to be publicly available. See section VI B 3 for examples. In order to protect the privacy of individual faculty members and the confidentiality of third party information, the information must be aggregated and summarized to the point that it will not be possible, even with "inside" information, to identify a characteristic with a specific individual.

If data is being reported by division, but there is one division with 5 or fewer individuals in it, either that division must be excluded from the report, or the data must be summarized up to a department-wide number. It is not acceptable to say that "nobody will know" the size of the division.

Although there is no perfect minimum number to use in all instances, in no case will summarized numbers for an organizational unit consisting of less than five (n = 5) individuals be reported. In some cases, based on the sensitivity or unique characteristics of the data, a higher number (such as 10 or 15) may need to be used to maintain privacy and confidentiality. It is your responsibility to ensure that an appropriate minimum number is used in aggregate reports. If you have any doubt about the appropriate number, you must seek the advice of the Chair of the WebCV User Committee.

Allowable Use of Reports

You may use compilation and aggregate reports in accordance with established practices for such reports, including (where usual) distributing them publicly or beyond the bounds of the organizational unit.

Confidential Group Data Exports

Confidential group data exports are group data exports for the purpose of confidential planning by an organizational unit at the Faculty and may include data that is not publicly available, but must not be marked "keep this record private" ("limited use data") as described above and in section VI B 2 of the Protocol .

You may access and export group data for an organizational unit through the WebCV Reporting Service, as necessary for confidential planning processes, such as Strategic Planning, Quality Assurance Planning and Educational Program Accreditation. For more information regarding confidential planning processes and examples of such processes, see section VI C 2 of the Protocol.

These confidential planning processes may require confidential sharing of the data outside the organizational unit, either within the University of Toronto or to external organizations. The group of persons given access to the data must be kept small, and must consist only of senior academic leaders and/or senior administrators who need to have access, and they must be advised of the sensitivity of the data and the need for confidentiality.

Data obtained through a confidential group data export may only be used for the purpose for which it was exported and may never be published or distributed outside of the organizational unit (except as necessary for confidential planning processes). Group data exports will only be generated for organizational unit purposes and will not focus on any particular individual.

Non-Confidential Group Data Exports

Non-confidential group data exports are group data exports for the purpose of the academic mission of an organizational unit at the Faculty and may include only information that is considered to be publicly available (as described in Section VI B 1 of the Protocol).

You may access and export group data that is considered to be publicly available (as described in Section VI B 1 of the Protocol) for an organizational unit through the Reporting Service, for purposes consistent with the Faculty's academic mission. Such group data exports will only be generated for organizational unit purposes and will not focus on any particular individual.

When you generate such group data exports through the Reporting Service, you must comply with the Protocol, including reviewing all data to ensure that it is publicly available and does not include limited use or private data.

You may use non-confidential group data exports in accordance with established practices for such data, including (where usual) distributing them publicly or beyond the bounds of the organizational unit.

Use of Private Data

Private data in WebCV can only be viewed by the Dean and Vice-Dean Research and must be kept strictly confidential. You may not make such information public. You may take it into account in your confidential planning for the Faculty or a division of the Faculty. You may identify and share trends and numbers based on this data with senior academic leaders and/or senior administrators at the Faculty provided that specific information is not shared and confidentiality is protected

Changes to the Protocol and/or to this Agreement

The Faculty will notify you if this agreement or the Protocol is changed or updated, but will not require a new agreement to be signed. The Protocol and this agreement will be published on the WebCV project website (http://webcv.utoronto.ca/), and replaced with an updated version each time updates are made. If the Protocol or this agreement is changed, the Faculty will deem you to have consented if you do not respond to the contrary within 7 days of your being notified.

If you have any questions, please contact medicine.webcv@utoronto.ca or 416-946-3289.

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In order to have access to the data and reports in the WebCV application as an authorized administrator (Dean or Vice-Dean Research), you must agree to follow this agreement and the Protocol by signing at the bottom of this page.

I have read the authorized administrator agreement (Dean or Vice-Dean Research), and the Protocol for WebCV Data Access and Use and I agree that I will access and use data and reports in the WebCV application only in accordance with the agreement and the Protocol and for WebCV purposes only.

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Signature of Faculty of Medicine Dean or Vice-Dean Research