



June 2021

## Fields Institute Privacy of Personal Information Policy

### Statement of Policy

The Fields Institute collects personal information for the purposes of communicating with those registering to attend events held at, or by, the Fields Institute, those applying for funding from the Fields Institute, and to help define key characteristics of our audience which is a requirement of some funders. Any information distributed beyond Fields will be anonymized and aggregated.

### Scope

This policy applies to personal information collected during the registration process for Fields Institute events, in funding applications and during post-event surveys.

### Use of Personal Information

Personal information will be used by the Fields Institute only in relation to the purpose for which it was collected, for a consistent purpose, or with consent of the individual. A purpose is consistent if the use is "reasonably compatible" with a purpose given on collection. (e.g. you may be sent an email regarding an event for which you have registered and for which you have provided your email address.)

The Fields Institute will not disclose personal information except in limited situations such as:

- Consent of the individual to whom the information pertains;
- Disclosure for purpose(s) for which the personal information was collected;
- Need-to-know; to a Fields Institute employee, officer, agent or contractor who needs the information to perform official, proper duties on behalf of the Fields Institute;
- Externally **only** as required by law;
- In compelling circumstances affecting the health or safety of an individual;
- In compassionate circumstances to facilitate contact with the spouse, close relative or friend of an individual who is injured, ill or deceased.

### Security for Personal Information

Privacy is an institutional responsibility shared by all at the Fields Institute. Personal information will be protected from unauthorized access, and privacy and confidentiality

will be supported with technical, physical and administrative measures that protect information through its lifecycle, from creation or collection to disposal.

Any breaches of this security will be reported and affected parties contacted.