

## **PRIVACY NOTICE**

SSHRC is subject to the [Privacy Act](#) and is committed to the protection of the personal information under its control. SSHRC collects personal information under the authority of section 4(1)(a) of the [Social Sciences and Humanities Research Council Act](#). This privacy notice answers some questions on how SSHRC collects, uses and discloses personal information gathered through achievement reports. You will be asked to provide your consent to the privacy practices described in this notice when you complete your achievement report in FluidSurveys.

### **Why does SSHRC require my information?**

To meet the terms and conditions of their funding, all grant and award recipients must submit a report within six months after the end of their grant period. To complete the report, you must include your personal information.

### **What is FluidSurveys?**

The achievement report is hosted on a third-party platform, FluidSurveys. By using FluidSurveys, your information is also subject to their privacy policy and jurisdictions, which could include locations outside of Canada. SSHRC will transfer your achievement report to an internal repository once it no longer needs the information to be in FluidSurveys. Visit the [FluidSurveys website](#) for more information on its privacy practices.

SSHRC remains accountable for protecting your personal information in accordance with the *Privacy Act*. If you have any concerns about using FluidSurveys to submit your report and would like to make alternate arrangements, contact SSHRC's Privacy Coordinator at 613-992-1058 or [AIPRP@sshrc-crsh.gc.ca](mailto:AIPRP@sshrc-crsh.gc.ca).

### **How will SSHRC use and share my information?**

SSHRC uses the information you provide in the achievement report to monitor and measure program performance. SSHRC also uses it for data analyses, program evaluations, planning material and reporting obligations, and communication and promotional activities. The information you provide will not be used in any merit review process.

SSHRC will not use or disclose your personal information for any other purpose without your consent, except as authorized by law.

### **What happens if I don't complete an achievement report?**

If you do not submit an achievement report by the required deadline, you will be ineligible for future grants or awards until you submit the outstanding report.

### **How do I learn more about the privacy practices related to the achievement report?**

You can find the personal information practices related to grants and awards management, which includes the achievement report, in [SSHRC's Info Source chapter](#). Refer to the personal information bank SSHRC PPU 055 (Awards Management Information System) for details on all potential uses of the personal information that SSHRC collects.

### **How do I access or update my personal information? What are my rights under the *Privacy Act*?**

In addition to protecting your personal information, the *Privacy Act* gives you the right to request access to, and correction of, your personal information. However, please note that once you have submitted your achievement report, you will not be able to request changes to it.

You also have the right to file a complaint with the [Office of the Privacy Commissioner of Canada](#) if you believe SSHRC has not properly safeguarded your personal information.

For more information about these rights and SSHRC's privacy practices, please visit the [Access to Information and Privacy](#) page or contact SSHRC's Privacy Coordinator at 613-992-1058 or [ATIP-AIPRP@sshrc-crsh.gc.ca](mailto:ATIP-AIPRP@sshrc-crsh.gc.ca).