

Privacy Policy

Effective Date: December 2024

1. Introduction

Infant and Early Mental Health Promotion ("**IEMHP**" or "**We**") respect your privacy and are committed to protecting it by complying with this policy. IEMHP serves as a repository for Compass ELC's resource entitled "Big Ideas for the Care of Tiny Humans".

This policy describes:

- How we collect, use, disclose, and protect the personal information of our staff and users of the learning management system ("**LMS**").
- Describes the types of information we may collect from you or that you may provide when you visit the LMS.
- Our practices for collecting, using, maintaining, protecting, and disclosing that information.
- How we will disclose your personal information to external partners Compass Early Learning and Care ("**Compass ELC**") in relation to the "Big Ideas for the Care of Tiny Humans" resource on the LMS.

We will only use your personal information in accordance with this policy unless otherwise required by applicable law. We take steps to ensure that the personal information that we collect about you is adequate, relevant, not excessive, and used for limited purposes.

By using our LMS to access this resource, you agree to the practices outlined in this Privacy Policy. If you do not agree with our policies and practices, your choice is not to use our LMS. By accessing or using LMS, you indicate that you understand, accept, and consent to the practices described in this policy. This policy may change from time to time.

The LMS may include links to third-party websites, plug-ins, services, social networks, or applications. Clicking on those links or enabling those connections may allow the third party to collect or share data about you. If you follow a link to a third-party website or engage a third-party plugin, please note that these third parties have their own privacy policies and we do not accept any responsibility or liability for these policies. We do not control these third-party websites, and we encourage you to read the privacy policy of every website you visit.

If you have any additional questions after reviewing this policy, please contact us by email at iemhp.mail@sickkids.ca.

2. Collection of Personal Information

Your participation in providing certain information about your interaction with the resource on the LMS is voluntary and aggregate information about you will be reported to Compass ELC.

Should you require technical support, IEMHP may also collect additional information from you for troubleshooting purposes.

In this Privacy Policy, we refer to information collected about you as part of this resource as “Personal Information”. Please see the list below for more information about what Personal Information we collect.

- All of the information below is shared in aggregate form only. This format does not directly or indirectly reveal your identity or directly relate to an identifiable individual, such as demographic information, or statistical or aggregated information. Statistical or aggregated data does not directly identify a specific person, but we may derive non-personal statistical or aggregated data from personal information. For example, we may aggregate personal information to calculate the percentage of users accessing a specific Website feature.
- Region of employment
- Frequency of LMS use to access “Big Ideas for the Care of Tiny Humans”
- Type of facilitation styles used by Facilitators of “Let’s Dive Deeper Into Wellness” (e.g. if you were facilitating in a staff team or community of practice)
Demographic information such as: age group, level of education, gender, self-identification, type of service provided, current role, current employment status, and years of experience in the early years field
- Technical information, including your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform, or information about your internet connection, the equipment you use to access LMS, and usage details.
- Non-personal details about your LMS interactions, including the full Uniform Resource Locators (“URLs”), clickstream to, through and from our Website (including date and time), products you viewed or searched for, page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), methods used to browse away from the page, or any phone number used to call our customer service number.

HOW WE COLLECT INFORMATION ABOUT YOU

We use different methods to collect your information, including through:

- **Direct interactions with you when you provide it to us**, for example, by filling in forms or corresponding with us by phone, email, or otherwise.

- **Automated technologies or interactions**, as you navigate through LMS. Information collected automatically may include usage details, IP addresses, and information collected through cookies.

3. Use of Personal Information

IEMHP will be aggregating the information mentioned above to share with Compass ELC. Your responses to our LMS account registration questions, including your name and email address, will not be shared with Compass ELC. No Personal Information specific to an individual will be shared.

Using this Personal Information, Compass ELC aims to evaluate the impact of the “Big Ideas for the Care of Tiny Humans” resource and to understand the diversity and composition of the early childhood education workforce.

4. Disclosure of Personal Information

We will only be disclosing aggregated information about our users to Compass ELC. The purpose of this disclosure is to understand the diversity and composition of the early childhood education workforce, and develop ongoing curriculum. Compass ELC will be receiving the following information in aggregate:

- Region of employment
- Frequency of LMS use to access “Big Ideas for the Care of Tiny Humans”
- Type of facilitation styles used by Facilitators of “Let’s Dive Deeper Into Wellness” (e.g. if you were facilitating in a staff team or community of practice)
- Demographic information such as: age group, level of education, gender, self-identification, type of service provided, current role, current employment status, and years of experience in the early years field

Compass will only be allowed to share high-level information associated with a municipality. No demographic information, or other information that may result in an individual being identified will be shared.

For more information on how IEMHP uses your information, see our [Privacy Policy](#).

CONTACT INFORMATION AND CHALLENGING COMPLIANCE

We welcome your questions, comments, and requests regarding this privacy policy and our privacy practices. Please contact us at iemhp.mail@sickkids.ca.