

# HRx Data Privacy and Security Charter

Canadian Wildlife Federation

2022

## The Purpose of this Charter

HRx considers privacy and the protection of your data a top priority. To ensure you feel secure when completing the EDI Insights Survey, we are vigilant about the protection of information and adhere to legal provisions.

The following outlines how the information received from the EDI Insights Survey at your organization will be stored and protected, as well as the circumstances and format under which it will be shared.

## About HRx Technology Inc.

HRx is a Canadian consulting firm that helps build stronger, more inclusive organizations. Through our practical, data-driven solutions, we help clients embed equity, diversity and inclusion in their workplace and the products and services they deliver.

HRx is Canada's leading provider of practical solutions for equity, diversity and inclusion and is a trusted partner to companies across North America. Our team brings a uniquely diverse set of skills and experience including IT, Data Science, HR, Business and Diversity professionals to deliver impartial third-party expertise.

Through our comprehensive suite of consulting services, interactive workshops and data analytics programs we help organizations drive systematic and behavioural change.

## Where will the data be physically located?

The data is stored on a server in a secure datacenter facility in Ontario, Canada. The server is owned by a Canadian company. As such, it is subject only to Canadian law. Servers are firewalled and regularly updated with the latest security patches.

## How is the data kept secure and confidential?

The data provided by employees is protected and encrypted at all times. No one from CWF will be able to see/identify how a person responds to the questions. Data is processed by HRx in aggregate so no individual response can be identified.

For the security of data stored, the data is always encrypted, in transit and at rest. The data security protocol at HRx utilizes a unique 256 bit AES GCM data key on each file, locked with the 2048 bit RSA key. This ensures that the encrypted data stored is impossible to access, even in the event that the servers themselves are compromised.

Throughout this agreement, HRx will keep all personal information confidential and secure.

## How are reports to my organization generated?

Standard reports from the EDI Insights Survey that show response rate are generated by HRx and do not require or allow anyone from the Canadian Wildlife Federation (CWF) to view the data or individual responses.

After conducting the EDI Insights Survey, HRx will develop an insights report that focuses on analyzing significant trends from the data. The insights report is a one-time written report prepared by HRx as part of the product offering and includes further analysis on the aggregated data.

## Can individuals from my organization see my responses?

No. At no time, will anyone from CWF see how an individual responds to a question. The data is collected, analyzed and aggregated by HRx as a third party vendor. Your organization will only be provided the data in aggregate format.

## How is data reported to ensure confidentiality?

HRx will only provide data to CWF in aggregate so the responses are anonymous (i.e. no individual will be identified in the report).

To ensure the protection of your response, HRx establishes a baseline for analyzing aggregate data and will require a minimum of ten users (sample size) from a specific group for data to show in the reporting. If the sample size is less than five users, the data will not be disclosed.

## What happens to the data at the end of the agreement with HRx?

While the agreement is in place between HRx and CWF, the data belongs to CWF who has the ability, at any time, to access aggregate reports developed by HRx.

When the contract with HRx ends, CWF will no longer be able to access aggregate data and the entire data file (all users' data) will be immediately purged from HRx systems.

If you have any questions, please contact: [support@hrx.tech](mailto:support@hrx.tech)