**Assignment: Exploring Data Privacy Concerns**

Safeguarding your personal information is not just something you should do, it’s something you need to do. But how are you going to protect yourself if you don’t know what you are protecting yourself from?

Privacy Policies … Terms of Service … Acceptable Usage Agreements? Snore!!! Is that why you scrolled to the bottom and pressed accept?

**Objective:**

Learn how to analyze the Privacy Policy and Terms of Service from your favourite app or program that you would like to start using, so that you can understand how user data is collected, shared, used, and protected. Then apply this information to help safeguard your personal information.

**Instructions:**

1. Select an App or Program:
   * Choose a favorite app or program (e.g., social media, messaging app, streaming service, game, etc.).
   * Ensure it has a privacy policy and terms of service available. To make the next part of the process easier, you may want to consider making a copy of each in a Word or Google Doc so searching is easier.
2. Navigate the Lingo:
   * Visit the Office of the Privacy Commissioner of Canada website. <https://www.priv.gc.ca/en/privacy-topics/information-and-advice-for-individuals/your-privacy-rights/02_05_d_71_pp/>
   * Explore Terms of Service; Didn’t Read (TOSDR) to decode common legal jargon. <https://tosdr.org/>
   * Make a list of what you think you need to look for and the keywords you will use to search
3. Look up specific terms or phrases used in the privacy policy. Analyze the Privacy Policy and Terms of Service:
   * Read through the privacy policy and terms of service carefully.
   * Identify key sections related to data collection, sharing, and security.
   * Take note of any language that might compromise user information.
   * Identify ways to reduce/mitigate how your data can be used.
4. Write a Report:
   * Create a report (approximately 2-3 pages) that covers the following:
     + Introduction to the chosen app/program.
     + Summary of the privacy policy and terms of service.
     + Key data privacy concerns (e.g., data collection, third-party sharing, cookies, etc.).
     + Recommendations for safeguarding personal information.
     + Reflection on your own privacy practices.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chosen App/Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Criteria** | **Excellent (4)** | **Good (3)** | **Satisfactory (2)** | **Needs Improvement (1)** |
| Content & Analysis | Clear, thorough analysis of policies and insightful recommendations. | Adequate analysis with some recommendations. | Basic understanding but lacks depth. | Superficial or missing key points. |
| Organization & Clarity | Well-structured report with logical flow. | Mostly organized, but some sections need improvement. | Disorganized or unclear. | Incoherent or poorly structured. |
| Language & Presentation | Professional language, minimal errors. | Mostly clear language, minor errors. | Frequent errors or unclear expression. | Significant language issues. |
| Reflection & Insight | Thoughtful reflection on privacy practices. | Some reflection, but lacks depth. | Minimal reflection provided. | No reflection included. |

Comments: