

gc x change

Terms and Conditions of Use



gcxchange Terms and Conditions of Use.....3

Who can access gcxchange?.....	3
Interacting on gcxchange.....	3
Microsoft Teams.....	3
Creating and collaborating on content.....	4
Non-sensitive (unclassified) information.....	4
Effectively managing your content.....	5
Ownership and accountability for content.....	5
Your Privacy and gcxchange.....	5
Respecting Canada's Official Languages.....	6
Requirements of the Communications and Federal Identity Policy, and the Copyright Act.....	6
Our Commitment to Accessibility.....	6
Protecting the Security of gcxchange.....	6
Your gcxchange Team.....	6

gcxchange Privacy Statement.....7

What we mean by “personal information”	7
Purpose for collection and authority to collect.....	7
How gcxchange protects your privacy	8
Usage	8
Disclosure	8
Retention.....	9
Incidental collection.....	9
Internet Protocol network addresses and other technical information.....	9
Cookies.....	10
Browsing and reading pages.....	10
Privacy and Analytics.....	10
User Contributions.....	11
Adapting this privacy notice.....	11
Personal Information Banks.....	11
Right to file a complaint.....	11

terms and conditions of use

Welcome to gcxchange: The Government of Canada's (GC) official communication and collaboration platform!

gcxchange is designed to connect you with the information and people you need to work with across the GC. gcxchange is the government-wide instance of Microsoft 365 that provides GC employees with a single platform for modern digital communication and collaboration.

Who can access gcxchange?

gcxchange was designed for all public servants. Only public servants that have registered through our secure registration process have access to the platform.

Interacting on gcxchange

Please be respectful and make sure your content is professional and relevant to where it is posted on gcxchange. A good approach is to treat communication on gcxchange the same way you would a meeting or professional email.

Remember that you are responsible for conducting yourself in accordance with the [Values and Ethics Code for the Public Sector](#) at all times. If you are looking for examples or further information about acceptable use of this kind of platform, please refer to the [Policy on Service and Digital](#) and the [Directive of Service and Digital](#), which provide examples of [acceptable use \(Appendix C\)](#) and [unacceptable use \(Appendix D\)](#) of networks and devices.

If you believe that a user is acting inappropriately or would like to flag inappropriate content, please [contact us](#). The gcxchange team reserves the right to remove any content it deems inappropriate and/or ban participation of any user.

Microsoft Teams

gcxchange offers a government-wide messaging service available on desktop and mobile applications. You can send direct messages, share and collaborate on files, and create and participate in video chats on the platform, amongst many other features!

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Creating and collaborating on content

gcxchange is intended for non-sensitive, unclassified communication and collaboration. Please refer to the [Directive on Security Management \(E.2\)](#) and [Standard on Security Categorization \(J.2\)](#) for information about security categorization.

Non-sensitive (unclassified) information

“Unclassified” or a lack of security marking denotes non-sensitive information. This is information that, if released to the public, carries no injury to personal, industry, or government interests.

- You don't need to do anything special to protect this information.
- Keep in mind that all content posted onto gcxchange is GC business and should be conducted on GC devices and environments that have been subjected to security assessment and authorization.
- It is your responsibility to conclude the information is unclassified/non-sensitive before posting it on gcxchange.

The relative sensitivity of information is determined by the degree of injury that would result from its unauthorized disclosure, destruction, removal, modification, interruption, or use. Types of injury include, but are not limited to, harm to the safety and health of individuals, threats to the maintenance of civil order and national sovereignty, loss of public trust and confidence in institutions, financial loss or economic hardship, loss of privacy, loss of competitiveness, harm to the conduct of international or federal provincial relations and disruption of service delivery and internal government operations.

Non-sensitive information refers to information that, if disclosed, would not reasonably be expected to cause injury. Publicly available information is disclosed to the public through various means, such as the Internet, publication distribution, and public hearings. Although there is no need to ensure the confidentiality of such information, certain security measures may be implemented to prevent its unauthorized modification, removal, interruption, or destruction (i.e. to protect its availability and integrity).

For more information on determining and marking sensitive information, please consult:

- [Guidance on Security Controls](#)
- [Directive on Security Management - Appendix J: Standard on Security Categorization](#)

terms and conditions of use

Effectively managing your content

gcxchange is most effective when it is open, and users add valuable content for the free use and re-use of their colleagues.

However, gcxchange is not an official corporate repository, nor is it an electronic document and records management system (EDRMS). All content created and shared within this platform will be considered transitory, and as such, all users are responsible for maintaining information of business value (IBV) within their departmental EDRMS or other corporate repository designated for managing IBV. gcxchange does not take responsibility for data that is uploaded to, or created in, gcxchange: Each institution is responsible for content, including processing access to information, related to that institution. The documents shared on gcxchange should be working drafts or copies of official documents.

For more on information management, please consult:

- [A Guideline for Employees of the Government of Canada: Information Management \(IM\) Basics](#)

Ownership and accountability for content

As an employee, you are responsible for what you post on gcxchange, and like any content that GC employees produce, it is subject to the [Access to Information Act](#) and the Privacy Act. In the event that content on gcxchange is responsive to a request for information made under the Access to Information Act or [Privacy Act](#), it would be up to the government institution receiving the request to compile the information relative to that institution. Consultations with other institutions might also be required depending on who contributed to the material.

Your Privacy and gcxchange

Any personal information you choose to share on gcxchange should only be related to your duties and functions as a public servant and any views or opinions given should be in relation to exercising those duties and functions and given in the course of your employment. We are committed to respecting your privacy in accordance with the [Privacy Act](#) and its associated policies. For more information, read the [Privacy Statement for gcxchange](#).

Respecting Canada's Official Languages

We respect the [Official Languages Act](#) and are committed to providing all functionalities of gcxchange in both official languages in accordance with the [Policy on Official Languages](#) and related policy instruments.

gcxchange is meant to enable interdepartmental collaboration and thus when posting content, you should consider your role within your organization, your work responsibilities, and your intended audience. We advise that official content and content intended for broad dissemination be provided in both official languages.

Requirements of the Communications and Federal Identity Policy, and the Copyright Act

Any information that you post is subject to the [Policy on Communications and Federal Identity](#) and the [Copyright Act](#).

Our Commitment to Accessibility

We respect the [Accessible Canada Act](#) and are committed to achieving a high standard of accessibility as defined in the [Standard on Web Accessibility](#) and the [Standard on Optimizing Web sites and Applications for Mobile Devices](#). You

are encouraged to make your content as accessible as possible.

For information on how to make your content accessible, please consult:

- [Digital Accessibility Toolkit](#)

Protecting the Security of gcxchange

We routinely monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. We track network traffic information, e.g., the Internet Protocol (IP) address of each device, the date and time of visits, and the pages visited. This information may be used to conduct an investigation if an attempt is made to damage the site. We make no attempt to link the information with the identity of individuals unless an attempt to damage the site has been detected.

Your gcxchange Team

gcxchange is the GC's official digital workspace and we hope you take as much pride in it as we do. The gcxchange team is here to support you! If you have general questions or have technical issues, please [contact us](#).

privacy statement

The intent of this statement is to provide guidance with respect to privacy issues within gcxchange. The GC is committed to protecting your privacy online. This privacy statement summarizes how we treat all personal information that you may provide to us.

What we mean by “personal information”

Personal information is defined in section 3 of the [Privacy Act](#) as “information about an identifiable individual that is recorded in any form.” It includes information related to age, ethnic origin, religion, marital status, home and email addresses, etc. All personal information that we obtain from you in relation to gcxchange will be managed in accordance with the provisions of the [Policy on Privacy Protection](#) and the [Policy on Access to Information](#).

Purpose for collection and authority to collect

Treasury Board of Canada Secretariat has Parliamentary authority to collect personal information for the administrative purposes of gcxchange as a means of facilitating TBS’ pan-governmental management goals of horizontal collaboration and personnel development. This part of TBS’s mandate falls under [section 7](#) of the [Financial Administration Act](#).

privacy statement

How gcxchange protects your privacy

- All personal information within gcxchange is considered to be voluntarily provided and any use or disclosure will be governed by the rights of access to, correction of, and protection of personal information under the [Privacy Act](#).
- gcxchange users are advised that all information / content posted to a federal government collaborative site is subject to the provisions of the [Access to Information Act](#) and the [Privacy Act](#). This implies that information may be accessed and disclosed in response to a request under either of these Acts.
- For maximum privacy protection, it is recommended that users do not post personal information such as photographs, home addresses, etc., as this information would then be available to all users.

Usage

In order for individuals to contribute content, they are required to be logged in to a valid gcxchange account. The registration process requires the collection of certain personal information such as: real name and email address. Users can access and alter their information as necessary. However, without the required information, users cannot access the platform. Please [contact us](#) immediately to report any inappropriate usage.

Disclosure

Your personal information is not shared, sold, rented, traded, or otherwise disclosed to any outside third party except with your consent or where authorized and/or required by law. Please note, your information may be visible to other users of gcxchange. Please do not post personal information of a sensitive nature that you wish to keep confidential.

privacy statement

Retention

Personal information is retained by gcxchange only so long as required by law or as is reasonable to fulfill the purposes for which it has been collected.

Incidental collection

User generated content, some of which may also qualify as personal information, is only collected for research, statistics, program evaluation, and reporting purposes. Content no longer required will be destroyed, or archived in keeping with [Library and Archives Canada's information management policies](#) or at the user's request.

Internet Protocol network addresses and other technical information

- IP networking address information, and its connection to any usernames that share it, may be released only under certain circumstances.
- We do not expose IP address of logged-in contributors to the public except in cases of abuse, including vandalism of the service. A user's IP address may be stored on the web servers for a period, during which it can be seen by network administrators who have network administration access.

privacy statement

Cookies

- Logging into gcxchange requires the use of cookies. You will not be able to log into gcxchange if you choose to refuse the use of cookies on your browser.
- Once logged in, gcxchange may use cookies to improve your navigation experience or to allow you to stay logged on across multiple sessions. Although gcxchange does not use cookies to determine sites previously visited, the web server log may store traffic information for debugging purposes.
- gcxchange uses analytics tracking software to help understand how users make use of the site and ways that the user experience can be improved. These cookies may track things such as how long you spend on the site and the pages that you visit so we can continue to produce engaging content.

Browsing and reading pages

When a user browses or reads a page, minimal information is collected; similar to what is typically collected by web sites. The gcxchange service providers may keep raw logs of such transactions, but these will not be published or used to track legitimate users.

The gcxchange platform collects no more information with respect to which pages users read than is typically collected in server logs by web sites. Aside from the above-mentioned raw log data collected for general purposes, page visits do not expose a visitor's identity publicly. Sampled raw log data may include the IP address of any user, but it is not reproduced publicly.

Privacy and Analytics

In administering gcxchange, we use web-analytics programs such as Google Analytics, and Apache, to perform collection, analysis, measurement, and reporting of data about gcxchange traffic and visits for purposes of understanding and optimizing the use of the tool. This anonymized and aggregated user traffic information is used to produce metrics. For more information on how your privacy is safeguarded in relation to web analytics, consult the [Standard on Privacy and Web Analytics](#).

privacy statement

User Contributions

Contributions are identified with the username of the contributor. Such information will be available for the prescribed retention period. User contributions are aggregated and available to system administrators. User contributions are aggregated according to the user's registration and login status.

Adapting this privacy notice

Please [contact us](#) if you would like this privacy notice to be adapted for either written or verbal communication.

Personal Information Banks

gcxchange interacts with multiple [standard personal information banks \(PIBs\)](#). Those implicated include: Internal Communications, Public Communications, Employee Personnel Record, and Electronic Network Monitoring Logs. Please consult [InfoSource](#) for more details.

Right to file a complaint

Users may file a complaint with the [Privacy Commissioner of Canada](#) regarding an institution's handling of individuals' personal information.

Should you have any questions about this notice please [contact us](#).

Should you wish to access your personal information under the [Privacy Act](#), please visit the [Access to Information and Privacy \(ATIP\) Online Request portal](#).