



1. Purpose

By agreeing to these terms you are agreeing to abide by the University of Guelph's Acceptable Use Policy (AUP) available at <https://www.uoguelph.ca/ccs/infosec/aup> as well as its Privacy Policy available at <https://www.uoguelph.ca/web/privacy/>. These terms support the mission of the Experiential Learning Hub and apply to anyone who uses or accesses the Experience Guelph system.

2. Definitions

Colleague – the University's Student Information System that is monitored and managed by Registrarial Services and is considered the definitive source of student information.

Experience Guelph – the EL Hub's IT resource that is monitored and managed by the EL Hub Employment Services & Systems team and is responsible for promoting, delivering, tracking, and reporting all experiential learning opportunities at the University of Guelph.

Experiential Learning (EL) Hub – means the department that houses the following units: Co-operative Education, Work Integrated Learning & Workplace Partnerships; Systems & Process, Career Education, Systems & Process and Business Operations.

FIPPA – is the Freedom of Information and Protection of Privacy Act that governs the protection of collected information used in various business systems, including online databases. More information is available at <https://www.ontario.ca/laws/statute/90f31>.

Module – means a group of units/functions that pertain to a particular portion of the system.

Vendor – means the third-party software company who is responsible for the software development and ongoing technical support of the Experience Guelph system.

3. Account Approval Requirements

Access to Experience Guelph is based on fulfilling work targeted to Experiential Learning programs and services, and therefore all staff, faculty, alumni, admin, employer, and special request accounts are vetted prior to approval. Each user within the above categories must meet with a representative from the EL Hub systems team to receive training prior to being given access to the system.

4. Information Security

Parameters of Use. As a user of the Experience Guelph system, you will not review, edit, share, distribute, or reference any such Personal Information except as provided or agreed to herein or as requested by law. Information will be used in accordance with the University's privacy policy, available at <https://www.uoguelph.ca/web/privacy/>, which may be amended from time to time by the institution.

Disclosure of Identifying Factors. Data that is marked with an asterisk within Experience Guelph is information that has been integrated into the system from Colleague. Items that fall within this category of data are referred to as "identifying factors". Up to two identifying factors can be released at a time (i.e. student ID, student email, immigration information, etc. Factors that are not imported from Colleague (such as work term record information), cannot be released at any point in time without approval from a member of the EL Hub Leadership team. **The sharing of multiple identifying factors is strictly prohibited.** When information is approved to be shared, the user agrees to adhere to the proper security protocols, ensuring that shared files are always password protected or encrypted.

Disclosure to External Sources. The EL Hub adheres to FIPPA legislation regarding the way that Personal Information is disclosed. By engaging in Experience Guelph modules, students have granted permission for resumes and job applications to be shared with external sources for the purpose of recruitment of employment opportunities. External sources include employers and community partners, or any other individual from an institution outside of the University of Guelph who recruit Guelph students, build their brand on campus, and engage with the services of the EL Hub on an ongoing basis.

Data Entry. If you have been given permission to enter Personal Information or Employment Data to Experience Guelph, Canada Post Guidelines must always be followed. Please refer to Addendum #1 "*Canada Post Guidelines to be Applied to Experience Guelph*" which contains regulations to guide you.

Searching and Exporting of Data. When conducting a search in the system, acceptable search procedures must be used. When running reports, users should only download select fields that are required for export. Procedures include sorting data into columns and removing all inapplicable information (i.e. identifying factors) prior to exporting information from an advanced search. Any report that has been exported must be password protected or encrypted if the information is to be shared outside of the EL Hub or stored on a shared drive (i.e. One Drive, Teams, etc.)

5. University Policies

A more comprehensive list of applicable University policies is maintained by the University Secretariat at <https://www.uoguelph.ca/secretariat/policy/database/>.

The user agrees to follow these rules pertaining to the viewing and exporting of data and protection confidential information. Potential loss of user rights could occur should this process be breached.

Signed

Date

Print Name

ADDENDUM #1



**EXPERIENTIAL
LEARNING HUB**

Canada Post Guidelines to be Applied in Experience Guelph

Important notes for data entry in Experience Guelph:

- Punctuation should not be used unless it is part of a proper name, such as in "ST. JOHN'S". (Accents are not considered to be punctuation and may be used.)
- Street names and types should be abbreviated at all times (i.e. Ave, not Avenue)
- The # symbol or the French equivalent n° should never be used as part of the address.
- All lines of an address should be less than 40 characters per line, excluding spaces

Category	Entry in Experience Guelph
Standard Address Format:	Address 1: 50 Stone Rd E Address 2: <empty>
PO Box with Civic Address:	Address 1: 50 Stone Rd E Address 2: PO Box 123 Stn A
Rural Routes:	Address 1: RR 1 Stn Main Address 2: <empty>
Rural Routes with Civic Address:	Address 1: 50 Stone Rd E Address 2: RR 1 Stn Main
Station & Retail Postal Outlet Information:	Address 1: PO Box 123 Stn Main Address 2: <empty>
General Delivery Address:	Address 1: GD Stn A Address 2: <empty>
Civic Addresses with a Unit Number:	Address 1: 250 6th Ave SW Suite 1600 Address 2: <empty>

Unit Designator – ENGLISH	Abbreviation	Unit Designator – FRENCH	Abbreviation
Apartment	Apt	Appartement	App
Suite	Suite	Bureau	Bureau
Unit	Unit	Unité	Unite

Civic Number Suffix

Suffix is Alpha: 50A Stone Rd E

Suffix is a Fraction: 123 1/2 Stone Rd E

Street Name/Type/Direction

Street Name is Numeric:	123 2nd St OR 123 36A St (should not be translated into French)
Street Type:	234 Victoria Ave NOT 234 Victoria Avenue
Street Direction:	Address 1: 50 Stone Rd E (not East) Address 2: <empty>

Street Direction – English	Abbreviation	Street Direction – French	Abbreviation
East	E	Est	E
North	N	Nord	N
Northeast	NE	Nord-Est	NE
Northwest	NW	Nord-Ouest	NO
South	S	Sud	S
Southeast	SE	Sud-Est	SE
Southwest	SW	Sud-Ouest	SO
West	W	Ouest	O

Municipality Name

English Named Municipalities:	Use full official name, i.e. Peterborough
French Named Municipalities:	Use French official name – do not translate, i.e. Trois-Rivieres, NOT Three Rivers

Postal/Zip Codes

Canadian Postal Codes:	Printed in Uppercase, space between first 3 and last 3 digits: N2G 1W1
US Zip Codes:	Five-digit zip codes: 20019 Nine-digit zip codes: 20019-4649

Street Type Abbreviations

If a Street Type is not listed below, assume that there is no abbreviation (list is not exhaustive).

Street Type	Abbreviation
Autoroute	Aut
Avenue (English)	Ave
Avenue (French)	Av
Boulevard (English)	Blvd
Boulevard (French)	Boul
Carré	Car
Carrefour	Carref
Centre (English)	Ctr
Centre (French)	C
Chemin	Ch
Circle	Cir
Circuit	Circt
Concession	Conc
Corners	Cnrns
Court	Crt
Crescent	Cres
Croissant	Crois
Crossing	Cross
Cul-de-sac	Cds
Diversion	Divers
Drive	Dr
Échangeur	Éch
Esplanade	Espl
Expressway	Expy
Extension	Exten
Freeway	Fwy
Gardens	Grdns
Grounds	Grnds
Harbour	Harbr
Heights	Hts
Highlands	Hghlds

Street Type	Abbreviation
Highway	Hwy
Impasse	Imp
Limits	Lmts
Lookout	Lkout
Mountain	Mtn
Orchard	Orch
Park	Pk
Parkway	Pkwy
Passage	Pass
Pathway	Ptway
Place (English)	Pl
Place (French)	Place
Plateau	Plat
Point	Pt
Private	Pvt
Promenade	Prom
Range	Rg
Road	Rd
Rond-point	Rdpt
Route	Rte
Ruelle	Rle
Sentier	Sent
Square	Sq
Street	St
Subdivision	Subdiv
Terrace	Terr
Terrasse	Tsse
Thicket	Thick
Townline	Tline
Turnabout	Trnabt
Village	Villge

Street Direction Abbreviations

Street Direction – ENGLISH	Abbreviation	Street Direction – FRENCH	Abbreviation
East	E	Est	E
North	N	Nord	N
Northeast	NE	Nord-Est	NE
Northwest	NW	Nord-Ouest	NO
South	S	Sud	S
Southeast	SE	Sud-Est	SE
Southwest	SW	Sud-Ouest	SO
West	W	Ouest	O