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Personal information collected through this form will be used and disclosed by Carleton University under the authority of the *Carleton University Act*, in accordance with sections 39, 41 and 42 of Ontario's *Freedom of Information and Protection of Privacy Act*.

The purpose of this processing is to manage registration and participation in Office of Quality Initiatives (OQI) activities, such as Healthy Workplace workshops and Learning and Development programs. Office of Quality Initiatives (OQI) may share the list of activity participants with course instructors as required. In some cases, your contact information may also be shared with course instructors for the sole purpose of determining suitability for the registered course. It's important to note that some course instructors are third-party service providers under contract to Carleton University. In addition, OQI may use aggregated or anonymized personal information for program analysis, research, and evaluation purposes.

If you have any questions about the processing of personal information by Carleton University, please contact the Manager, Privacy & Access to Information, by phone at 613-520-2600 ext. 2047 or by e-mail via [University\\_Privacy\\_Office@carleton.ca](mailto:University_Privacy_Office@carleton.ca)."