

Canadä

# DATA COLLECTION AND PERSONAL INFORMATION USER GUIDE

Ce document est également disponible en français.

# WELCOME TO TELEFILM CANADA'S DATA COLLECTION AND PERSONAL INFORMATION USER GUIDE

Telefilm Canada is committed to demonstrable action in creating greater access for Canadian creators of underrepresented identities to Canada's audiovisual industry. Collecting data allows us to gain greater insight into all the members of our community and their projects. It also plays a key role in creating a more equitable industry. Telefilm Canada needs this data from all our creators of all backgrounds and lived experiences for business intelligence and to meet our equity, diversity and inclusion commitments. Even if you do not self-identify as a member of an underrepresented community, your data is still important.

All directors, writers, producers, co-producers, and executive producers (excluding those receiving courtesy credits) attached to a project submitted for evaluation will receive Telefilm's self-identification questionnaire.

To assist you with completing this important document, we have created this guide which includes instructions on how to register and complete the self-identification questionnaire as well as how to select permissions for how Telefilm Canada can use your data. We appreciate your efforts to provide us with this vital information and thank you for your support.

The self-identification questionnaire applies only to the Production, Theatrical Documentary, Talent to Watch and Development programs.

If you have any questions, please contact <u>questionnaire@telefilm.ca</u>.

# **HOW DOES IT WORK FOR THE APPLICANT**



1. In Dialogue, the applicant company completes an application:

News Tasks	Records	Reports Actions
<b>Dialogue</b>	4	Submit an Application   Soumettre une demande 🔄 Submit a request for financing or a coproduction recommendation   Soumettre une demande de financement ou de recommandation en coproduction

2. The applicant company identifies its key personnel and provides their email address (Note: this screen may differ depending on the program you are applying to):

### **Data Collection and Key Personnel**

### Why participate?

- · Telefilm's data collection allows us to better understand our applicants and their projects, while also leading to better informed decision-making.
- Data collected also is used for validating eligibility for streams in:
  - Indigenous Stream (Development, Talent to Watch, Theatrical Documentary, Production).
  - Stream for Black and People of Colour (Development).
- Filmmaker Apply-Direct Stream (Talent to Watch).

### Who should participate?

- All individuals\* in any producer, screenwriter or director role are asked to complete a self-identification questionnaire.
- Participants then choose how that information is shared.

## Key Personnel

- Instructions:
- Please list all individuals\* in a screenwriter, producer or director role who are not already listed in the Key Personnel section.
- If there is more than one individual per role, use the "Add" button to enter additional members.
- Note: It is important that you use a direct contact email address (i.e., not a generic or third-party address such as info@ or an agent's email).

### \*Do not include personnel receiving a courtesy credit only.

Role	Name (last name, first name)	Email	Correspondence Language	Citizenship	
Producer			Select	💽Select	0
Screenwriter			Select	-Select-	•

## HOW DOES IT WORK FOR THE KEY PERSONNEL APPLICANT SYSTEM **KEY PERSONNEL** Enter names and Email sent to Accept Complete Select permissions email addresses key personnel Terms of Use Self-Identification for Data Usage to participate Questionnaire of key personnel 3. Once the applicant company submits the financing application, the members of the key personnel in a director, writer, producer and executive producer (non-courtesy credit) role will each automatically receive an email invitation from Telefilm (noreply@telefilm.ca) to submit their self-identification questionnaire privately: Application for Telefilm Canada Self-Identification Questionnaire ← Reply Keply All $\rightarrow$ Forward Telefilm Canada То ed this email because a producer submitted a project for funding to Telefilm Canada and has listed you as a member of the film's key personnel. All individuals in a producer, screenwriter, director role should complete Telefilm's self-identification questionnaire as part of the project application. Action Required: Please click here to complete your questionnaire Your temporary username and temporary password are: Lisername: Temporary Password: You have ten (10) calendar days to complete the questionnaire. Problems signing in or completing? If you are logged in to Dialogue, you first need to log out by clicking here. Consult Telefilm's Troubleshooting page and user guide. If you need assistance, contact guestionnaire@telefilm.ca. Why participate? The information collected: Is used in validating eligibility for certain program streams · May be used in the evaluation and decision-making of your application Helps Telefilm better understand its clients and their projects Improves programs and industry initiatives Want to know more? To learn more about Telefilm's self-identification initiatives, please click here.

→ IMPORTANT: The members of the key personnel have ten (10) calendar days to complete the questionnaire from the day they receive the email. If you miss the deadline and would like to have the opportunity to complete the questionnaire, please contact <u>questionnaire@telefilm.ca</u> and ask for your questionnaire to be reset. Note: Depending on when the request is made, we may not be able to take into account the information in the processing of the application, but it will be able to be used in Telefilm's overall data collection statistics.

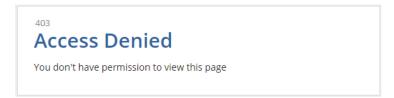
4. To access Telefilm's Self-Identification Portal, you must click on the link provided in the Questionnaire email from Telefilm and enter your **Username** and the **Temporary Password contained in the email**:

Application for		Telefilm Canada	Self-Identification Questionna	iire		
TC To To				S Reply	≪  Reply All	$\rightarrow$ Forward
You received this email because a producer submitted a project	t for funding to Telefilm Canada and has listed γou as a mer	mber of the film's key personnel.				
All individuals in a producer, screenwriter, director role should	I complete Telefilm's self-identification questionnaire as par	rt of the project application.				
Action Required: Please <u>click here</u> to complete your questionnaire.						
Your temporary username and temporary password are:						
Username:     Temporary Password:						
You have ten (10) calendar days to complete the questionnaire	2.					
Problems signing in or completing? If you are logged in to Dialogue, you first need to log out by clic	cking <u>here</u> . Consult Telefilm's Troubleshooting page and use	er guide. If you need assistance, contact <u>qu</u>	estionnaire@telefilm.ca.			
Why participate? The information collected:						
<ul> <li>Is used in validating eligibility for certain program streau</li> <li>May be used in the evaluation and decision-making of y</li> <li>Helps Telefilm better understand its clients and their pr</li> <li>Improves programs and industry initiatives</li> </ul>	your application					
Want to know more? To learn more about Telefilm's self-identification initiatives, ple	ease <u>click here</u> .					

The window below will appear. Enter your **Temporary Password** (Old Password) provided in the email and create and enter and confirm a **New Password**:

Change Passwor	
	to change your password.
Old Password	
Enter Temporary Pass	word received in the email
New Password	
Confirm New Password	
Confirm New Password	

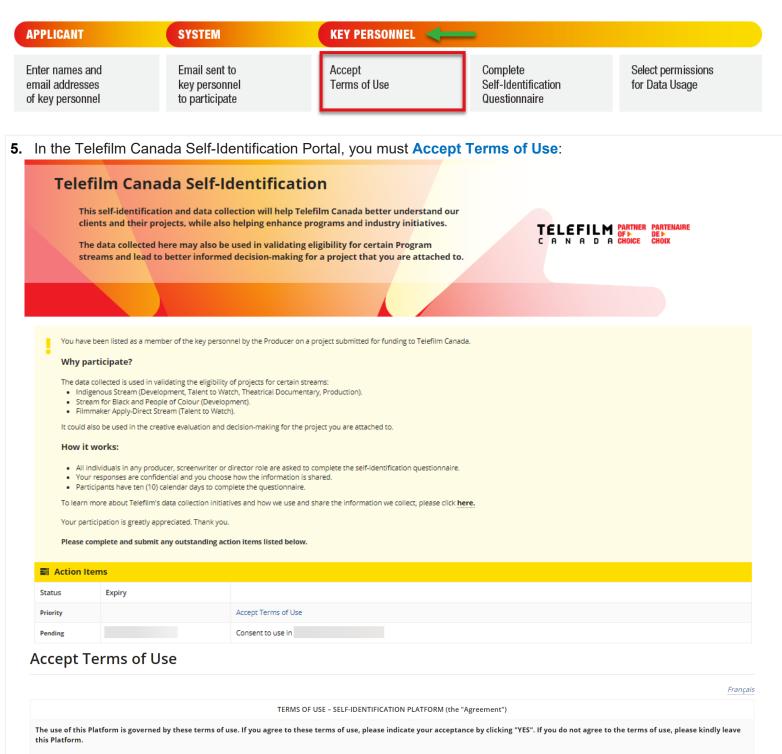
→ **IMPORTANT**: You will get this error message if you are currently logged in to your Dialogue account.



## → Please follow these instructions:

- → Go to your **Dialogue account** and **SIGN OUT**
- → Delete your browser history and close any open web browsers
- → Copy and paste this link into your browser search field: <u>https://telefilmbpm.appiancloud.com/suite/tempo/</u>
- → Log in using the email (username) and temporary password received in the Questionnaire email sent by Telefilm (Note: once the step to change the password appears on screen, enter a new password).
- > If you encounter another error message, contact us at <u>questionnaire@telefilm.ca</u>

# **HOW TO COMPLETE TASKS IN THE SELF-IDENTIFICATION PORTAL**



1. DEFINITIONS

a. "Member Account" means the account allowing you to access the Platform by entering its username and password.

b. "Appian software" means Appian Corporation's business process management software suite and associated documentation.

ACCEPT

# **COMPLETE SELF-IDENTIFICATION QUESTIONNAIRE**



## IMPORTANT

- → You must complete and submit the Self-Identification Questionnaire in one session for it to be saved.
- → The sections in red on the Self-Identification Questionnaire are mandatory fields.
- → The options to answer "I do not wish to identify" and "I prefer not to answer" are available throughout the questionnaire.

You must complete and submit the Self-Identification Questionnaire in one session fo	or it to be saved.
	better understand its community and their projects. Data collected here may be used for determining eligibility, deci
making, promotion, and reporting to the industry on Telefilm Canada's activities. Your respo information we collect, please see the Personal Information Collection Statement.	onses are confidential and will only be shared with your permission. For more information on how we use and share
Important Note: If the questionnaire is not completed, your information will not be included	d in the processing of the above application.
Your participation is greatly appreciated. Thank you.	, , , , , , , , , , , , , , , , , , , ,
rou purceputor is greatly appreciated. Hum you.	
Pronouns	
y pronouns are 🕜	
-Select	•
value is required	
ndigenous Peoples	
digenous peoples is a collective name for the original peoples of North America. Indigenous refers	s to First Nations, Inuit, or Métis.
r Indigenous persons, please indicate your identity below	
-Select	•
Racial / Ethnic Identity	
	des but is not limited to those who identify as Black (including Black African, Black-Caribbean, Afro-Caribbean, Afro-Ar Pacific Islander), Latin American, Middle Eastern, North-African, persons from the Arabian Peninsula, as well as Individ
to call of Asian (including west Asian, east Asian, South Asian, South Asian, South Asian, Central Asian, end a no are of biracial or mixed-race backgrounds. (This definition is inclusive of international Indigenou	
e you Black?	Do you wish to further describe your racial or ethnic identity? 🚱
-Select	v
value is required	
e you a Person of Colour?	
-Select	•
value is required	
hich of the following best describe your racial/ethnic identity? 😮	
-Select	•
you are biracial, mixed- raced or multiracial identity please select all that apply value is required	
mporary or episodic in nature, or evident or not, that, in interaction with a barrier, hinders a perso	
e Accessible Canada Act defines disability as "any impairment, including a physical, mental, intelle	
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# **SELECT PERMISSIONS FOR DATA USAGE**



# 6. In order for your information to be used in the processing of an application, you must complete the Consent to Use task.

- > You must confirm how your information may be used by Telefilm.
  - You may consent to your data being <u>used in the processing of the application</u> for the project/application you are associated with.
    - In this case, the information may be used in the validation of the eligibility of the application for particular streams (e.g., Indigenous Stream, Stream for Black and People of Colour, etc.) and in the evaluation and decision-making of that application.
  - You may consent for it to only be <u>used in an aggregate/anonymous</u> manner.
    - In this case, it will not be used in the processing of the application you are attached to but may be used in Telefilm's reporting in an aggregate way but you will not be specifically identifiable (e.g., x% of all directors attached to projects submitted under the Production Program this fiscal year were women).
  - Please consult the <u>Data Collection</u> FAQ for more information.

NOTE: You can change your choice for future applications you may be attached to. In other words, you will receive a notice for each application an applicant company attaches you to and you can save your Consent to Use choice or change it for that new application. Changes will *not* revert backward to previous applications.

## Confirmation

Thank you for completing the questionnaire.

🜒 In order for your information to be used in the processing of an application, please go to the Consent to use task which can be accessed in the Action Items section of the Self-ID Portal homepage.

## **Telefilm Canada Self-Identification**

This self-identification and data collection will help Telefilm Canada better understand our clients and their projects, while also helping enhance programs and industry initiatives.

The data collected here may also be used in validating eligibility for certain Program streams and lead to better informed decision-making for a project that you are attached to.

i Terms of Use

You have been listed as a member of the key personnel by the Producer on a project submitted for funding to Telefilm Canada.

#### Why participate?

- The data collected is used in validating the eligibility of projects for certain streams: Indigenous Stream (Development, Talent to Watch, Theatrical Documentary, Production). Stream for Black and People of Colour (Development). Filmmaker Apply-Direct Stream (Talent to Watch).

It could also be used in the creative evaluation and decision-making for the project you are attached to.

### How it works:

- All individuals in any producer, screenwriter or director role are asked to complete the self-identification questionnaire.
- Your responses are confidential and you choose how the information is shared.
- Participants have ten (10) calendar days to complete the questionnaire.

To learn more about Telefilm's data collection initiatives and how we use and share the information we collect, please click here.

Your participation is greatly appreciated. Thank you.

Please complete and submit any outstanding action items listed below.

## Action Items

Status	Expiry	
ailable		Consent to use in

TELEFILM PARTNER PARTENAIRE C R N R D R CHOICE CHOIX

Consent to use in Project # - Title	
In order for your information to be used in processing the application indicated above, please provide your consent by the expire identify for the purposes of processing the application.	iry date. After that time, Telefilm will consider that you have decided not to self-
Important Note: If you consent for your information to be used in processing the application, your information will be shared wi eligibility and evaluation purposes, as well as for communication, promotional, and celebration purposes.	with the Applicant(s) in an identifiable (personalized) form. It may also be used for
Details on how your information will be collected, used, and shared are outlined in the Personal information Collection Statemen	ent.
Expiry: Expiry Date and Time	
Pronouns	
My pronouns are Your:	r answer(s) from the questionnaire will appear here
USE IN PROCESSING OF THE FUNDING APPLICATION	
Do you consent to this information being used in the processing of application Yes No	
If you wish to change your choice after submitting this form, please contact Telefilm at questionnaire@telefilm.ca to see if such ch	change can be taken into account in the processing of the application.
Indigenous Peoples	
For Indigenous persons, please indicate your identity below	r answer(s) from the questionnaire will appear here
USE IN PROCESSING OF THE FUNDING APPLICATION	
Do you consent to this information being used in the processing of application Yes No	
If you wish to change your choice after submitting this form, please contact Telefilm at questionnaire@telefilm.ca to see if such ch	change can be taken into account in the processing of the application.
Racial / Ethnic Identity	
Are you Black?	
Which of the following best describe your racial/ethnic identity?	r answer(s) from the questionnaire will appear here
Do you wish to further describe your racial or ethnic identity?	,
USE IN PROCESSING OF THE FUNDING APPLICATION Do you consent to this information being used in the processing of application	
Yes No     Yes over the term intermediate being accurrently processing of approximation     Yes over the term of ter	durant control to the second in the preserving of the policities
п уод wish to change your choice and submitting this form, please contact relemm at questionnane@velemmitta to see in such th	change can be taken nto account in the processing of the application.
Persons with disabilities	
	answer(s) from the questionnaire will appear here
USE IN PROCESSING OF THE FUNDING APPLICATION Do you consent to this information being used in the processing of application	
Yes No If you wish to change your choice after submitting this form, please contact Telefilm at questionnaire@telefilm.ca to see if such ch	change can be taken into account in the processing of the application.
Gender and Sexual Orientation	
Gender Identity Your: How would you describe your gender identity?	r answer(s) from the questionnaire will appear here
USE IN PROCESSING OF THE FUNDING APPLICATION	
Do you consent to this information being used in the processing of application           Yes         No	
If you wish to change your choice after submitting this form, please contact Telefilm at questionnaire@telefilm.ca to see if such ch	change can be taken into account in the processing of the application.
Gender Expression Your Would you like to describe your gender expression?	r answer(s) from the questionnaire will appear here
USE IN PROCESSING OF THE FUNDING APPLICATION	
Do you consent to this information being used in the processing of application	
If you wish to change your choice after submitting this form, please contact Telefilm at questionnaire@telefilm.ca to see if such ch	change can be taken into account in the processing of the application.
	r answer(s) from the questionnaire will appear here
Do you wish to further describe your 2SLGBTQIA+ identity, if applicable?	
USE IN PROCESSING OF THE FUNDING APPLICATION	
Do you consent to this information being used in the processing of application ○ Yes ○ No If you wish to change your choice after submitting this form, please contact Telefilm at questionnaire@telefilm.ca to see if such ch	duran an la talan inte account in the proceeding of the antication
п уод wish to change your choice and submitting this form, please contact relemm at questionnane@velemmitta to see in such th	change can be taken into account in the processing of the application.
Official Language Minority Community (OLMC)	
Do you belong to an Official Language Minority Community?	r answer(s) from the questionnaire will appear here
USE IN PROCESSING OF THE FUNDING APPLICATION	
Do you consent to this information being used in the processing of application           Yes         No	
If you wish to change your choice after submitting this form, please contact Telefilm at questionnaire@telefilm.ca to see if such ch	change can be taken into account in the processing of the application.
	change can be taken into account in the processing of the application.
Agreement	change can be taken into account in the processing of the application.
Agreement Statement	
Agreement Statement	

## **REMINDER EMAIL**

→ If the previous steps are not completed within ten (10) cale receive a <b>REMINDER</b> email :	ndar days of the application รเ	ubmissic	n date, y	ou will
REMINDER - Application for	Telefilm Canada Self-Identification	Question	nnaire	
Telefilm Canada <noreplyuat@telefilm.ca></noreplyuat@telefilm.ca>			🤲 Reply All	$\rightarrow$ Forward
	L.			
This is a reminder that you have outstanding tasks for your self-identification questionnaire for a project submitted for funding to Telefilm Canada.				
Action Required: You need to:				
Complete the self-identification questionnaire, and/or     Complete the 'Consent to Use' task after completing the questionnaire				
Please <u>click here</u> to complete your questionnaire.				
Your temporary username and temporary password are:				
Username:     Temporary Password:				
Your questionnaire will expire in six (6) calendar days from the date of this message.				
Already completed the questionnaire for another project? You must complete the "Consent to use" task to link your questionnaire to this new application. (This is in the 'Action Items' section). You can update your previously submit	ted answers if you choose.			
Problems signing in or completing? If you are logged in to Dialogue, you first need to log out by clicking here. Consult Telefilm's Troubleshooting page and user guide. If you need assistance, contact guestionna	re@telefilm.ca.			
Why participate? The information collected:				
Is used in validating eligibility for certain program streams     May be used in the evaluation and decision-making of your application     Helps Tellin better understand its clients and their projects     Improves programs and industry initiatives				
<b>Want to know more?</b> To learn more about Telefilm's self-identification initiatives, please <u>click here</u> .				

→ IMPORTANT: If the Consent to Use task is not completed before the Expiry Date and Time set out in the Self-Identification platform, your information may not be able to be used in the processing of the application. If you wish to submit the questionnaire or complete the Consent to Use task after task has expired, please email <u>questionnaire@telefilm.ca</u>. Note: Depending on when the request is made, we may not be able to take into account the information in the processing of the application but it will be able to be used in Telefilm's overall data collection statistics.

# **MODIFICATIONS TO THE SELF-IDENTIFICATION QUESTIONNAIRE**

## **Telefilm Canada Self-Identification Portal**

Welcome to the self-identification portal. This information will help Telefilm Canada better understand its community and their projects. Data collected here may also assist in the eligibility and/or decision-making processes and in enhancing programs and industry initiatives.

i Terms of Use

### Self-Identification Questionnaire

Note: You can update your information	n at any time. However, any information updated after the expiry date associated to a specific app	plication may not be taken into account in the processing of that application.
Current declaration Current Information To modify	Pronouns My pronouns are Indigenous Peoples For Indigenous persons, please indicate your identity below	Your answer(s) from the questionnaire will appear here Your answer(s) from the questionnaire will appear here
Project # - Title	Racial / Ethnic Identity Are you Black? Are you a Person of Colour? Which of the following best describe your racial/ethnic identity? Do you wish to further describe your racial or ethnic identity?	Your answer(s) from the questionnaire will appear here
	Persons with disabilities Do you self-identify as a person living with one or more disabilities? Do you wish to further describe your disability, if applicable?	Your answer(s) from the questionnaire will appear here
	Gender and Sexual Orientation Gender Identity How would you describe your gender identity? Gender Expression Would you like to describe your gender expression?	Your answer(s) from the questionnaire will appear here
	2SLGBTQIA+ Do you identify as part of the 2SLGBTQIA+ spectrum? Do you wish to further describe your 2SLGBTQIA+ identity, if applicable? Official Language Minority Community (OLMC)	Your answer(s) from the questionnaire will appear here
	Do you belong to an Official Language Minority Community?	Your answer(s) from the questionnaire will appear here

→ IMPORTANT: If you have modified your answer(s) in the questionnaire and wish for the new answer(s) to be included in the processing of the application, please email <u>questionnaire@telefilm.ca</u> to see if a new Consent to Use task may be issued.

PARTNER PARTENAIRE

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CHOIX

TELEFILM

C A N A D A CHOICE

# **VIEW OF THE INFORMATION COLLECTED**

7. The applicant company will be able to see the information only if the key personnel has agreed to share the information in the processing of the application (Note: multiple authorized members of the applicant company may be able to see the application including the Self-Identification Questionnaire Responses).

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Summary Not	es D&I Questionnair	e News Related	Actions					
	· · · ·							
elf-Identifi	cation Questio	nnaire Respo	nses					
Role and Citizenship	Name and Pronoun	Gender Identity	Gender Expression	2SLGBTQIA+	Indigenous Peoples	Racial / Ethnic Identity	Persons with disabilities	OLMC
citizensnip	Fronoun		Expression		reopies		disabilities	
Lead Producer /								
Canadian	Answer(s) will							
	only appear if							
Lead Director /	participant(s)							
Canadian	has completed Questionnaire							
	and Consent							
	to Use task							
Lead								

8. The information collected will only be accessible to approved Telefilm staff who have a valid reason for accessing and using that personal information. This includes designated staff on the Project Financing and Business Affairs teams who administer the programs under which an application is filed as well as designated staff in the Legal Services, Information Technology and Communications departments.

	D&I Questionnair	re						
elf-Identific	ation Questic	onnaire Respo	nses					
Role and Citizenship	Name and Pronoun	Gender Identity	Gender Expression	2SLGBTQIA+	Indigenous Peoples	Racial / Ethnic Identity	Persons with disabilities	OLMC
Lead Producer / Canadian	Answer(s) will only appear if participant(s) has completed Questionnaire	Answer(s) will only appear if participant(s) has completed Questionnaire	Answer(s) will only appear if participant(s) has completed Questionnaire	Answer(s) will only appear if participant(s) has completed Questionnaire				
Lead Director / Canadian	and Consent to Use task. If the 5 days have expired, we will see "No answer".	and Consent to Use task. If the 5 days have expired, we will see "No answer".	and Consent to Use task. If the 5 days have expired, we will see "No answer".	and Consent to Use task. If the 5 days have expired, we will see "No answer".	and Consent to Use task. If the 5 days have expired, we will see "No answer".	and Consent to Use task. If the 5 days have expired, we will see "No answer".	and Consent to Use task. If the 5 days have expired, we will see "No answer".	and Consent to Use task. If the 5 days have expired, we will see "No answer".
Lead Screenwriter / Canadian	If participant chose not to share, we will see "Choose not to share"	If participant chose not to share, we will see "Choose not to share"	If participant chose not to share, we will see "Choose not to share"	If participant chose not to share, we will see "Choose not to share"	see 'No answer . If participant chose not to share, we will see "Choose not to share"	if participant chose not to share, we will see "Choose not to share"	see "No answer . If participant chose not to share, we will see "Choose not to share"	If participant chose not to share, we will see "Choose not to share"

# **INQUIRIES AND ADDITIONAL REFERENCE DOCUMENTS**

FOR INQUIRIES relating to Telefilm's data collection process, please contact <u>questionnaire@telefilm.ca</u>.

→ For technical support, please contact <a href="mailto:services@telefilm.ca">services@telefilm.ca</a>.

**ADDITIONAL REFERENCE DOCUMENTS can be found here** https://telefilm.ca/en/who-we-are/our-engagement/equity-diversity-and-inclusion/data-collection

Documents	
PDF Sample Self-Identification Questionnaire	$\overline{\mathbf{A}}$
PDF User Guide	$\overline{\mathbf{A}}$
PDF Frequently Asked Questions	$\overline{\mathbf{h}}$
Data Collection One-Page Summary	$\overline{\mathbf{A}}$
PDF Definitions Glossary of terms.	$\overline{\mathbf{A}}$