

DATA COLLECTION

FREQUENTLY ASKED QUESTIONS

APPLICABLE AS OF January 7, 2022

Ce document est également disponible
en français

FAQ – DATA COLLECTION

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PROGRAM AND APPLICATION-RELATED QUESTIONS

- 1. The Production Program Industry Advisory says that the Production Program will introduce Telefilm’s next phase of data collection enhancements. Can you give me more information on what this data collection is?**

As of January 4, with the launch of the Production Program, we will be introducing a new data collection process that will follow the Proof of Concept structure that was presented on our website in June.

What this means is that, rather than applicants providing personal information on behalf of the project’s key personnel through their application form, a self-identification questionnaire will be sent to all **directors, writers, producers, co-producers, and executive producers** (excluding courtesy credits) attached to a project for them to fill out this information directly.

An overview of information can be found on: <http://telefilm.ca/data-collection>.

- 2. What programs does this data collection apply to?**

This will begin with the Production Program in the new year, followed by Theatrical Documentary, Talent to Watch and Development.

To stay up to date, we recommend subscribing to our industry advisories, if you have not done so already: <https://telefilm.ca/en/newsletter-sign-up>

- 3. Will data collection apply to the Promotion Program?**

Telefilm’s next phase of data collection currently will not apply to the Promotion Program.

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- 4. What type of data will be collected?**

The data collected covers Indigenous identity, racial and ethnic identity and belonging to an Official Language Minority Community, gender identity and expression, belonging to a 2SLGBTQIA+ community, and disability status.

- 5. Who will Telefilm be collecting this information from?**

All directors, writers, producers, co-producers, and executive producers (excluding courtesy credits) attached to a project submitted will receive the self-identification questionnaire.

6. How will Telefilm use the information collected?

Data collected may be used for:

- Improving and evolving Telefilm's programs
- Identifying areas to support underrepresented communities
- Reporting on Telefilm's project pipeline
- Supporting industry initiatives (career development)
- Promoting talent and their projects
- Monitoring, evaluating, performance measurement, and audits

7. Will data collection have an impact on decision-making in programs?

If a participant consents for their information to be shared in the processing of an application, this information will be used in the evaluation of the creative material, review of the community engagement plan, eligibility evaluation to certain specific streams, as well as for Telefilm's portfolio balancing.

8. Key personnel have 5 calendar days to fill out the self-identification questionnaire. Will participants be able to update their information in the portal after that time?

- Key Personnel can update their information in the portal at any time. However, depending on when the update is made, we may not be able to take into account these changes in the processing of the application.
- People who wish to make changes can write to questionnaire@telefilm.ca.

9. Will the applicant be able to know what the answers of their key personnel were?

The applicant will be able to see the information only if the key personnel has agreed to share the information in the processing of the application.

10. Will Telefilm be collecting information from non-Canadians?

Yes – the information will be collected from all key personnel involved in funding applications.

PRIVACY AND CONFIDENTIALITY-RELATED QUESTIONS

11. If the questionnaire is not filled out, can Telefilm use the information provided by the Applicant on the same key personnel in past applications?

No, Telefilm will not refer to past applications. Telefilm will consider that the key personnel member has decided not to complete the questionnaire.

12. Who has access to the information stored within Telefilm?

The information collected will be accessible to individuals with a valid reason for accessing and using that personal information including designated staff in the departments administering the program in relation to which an application is filed, as well as designated staff in the Legal Services, Information Technology and Communications departments.

13. Will the information be anonymized?

It depends. Information may be used in 2 forms: aggregate (anonymized) and identifiable (personalized).

Aggregate (anonymized): this means that the person cannot be identifiable (ex: x% of all directors attached to projects in our production programs identified as women).

All personal information collected may be used in aggregate (depersonalized) form for statistical, planning, evaluation and reporting purposes, as well as communication and promotion materials covering, among other things, information related to the actions, programs and activities of Telefilm.

Identifiable (personalized): this means the person is identifiable (ex: here is a list of projects funded under the Production Program with women directors).

The personal information collected will only be used in an identifiable form if the individual provides express consent to it in the questionnaire.

For the information to be used in the processing of a funding application, the individual must provide consent for the information to be identifiable (personalized).

14. Where is the information stored?

Responses to the questionnaire are encrypted and securely stored in Telefilm's database.

DIVERSITY AND INCLUSION-RELATED QUESTIONS

15. How did Telefilm come up with the definitions and categories used in the questionnaire?

Terms and expressions reflect language recommended by conversations and consultations with experts in their field and Telefilm's external Diversity and Inclusion Working Group.

Telefilm acknowledges that terminology is subject to change and evolving language will be part of the ongoing and inclusive dialogue with the industry.

16. Where can I find the definitions that Telefilm uses for: Indigenous, Black and People of Colour, Gender-diverse identities and expressions, 2SLGBTQIA+ individuals, Persons with disabilities and members of Official Language Minority Communities.

Definitions and examples can be found in the Glossary document here: <https://telefilm.ca/wp-content/uploads/telefilm-canada-definitions-dec-15-2021.pdf>

If your question is not answered here, please contact questionnaire@telefilm.ca