

## **EMO TRAINING POLICIES**

- **Prioritization of Training**
- **Accommodation Policy**
- **Privacy Policy**
- **Disclaimer and Copyright Policy**

### **Prioritization of Training**

Manitoba Emergency Measures Organization (EMO) has tailored its emergency management training program to reflect Manitoba's disaster and emergency risk environment, our history of emergency events and disasters, and existing processes, structures and Legislation. At EMO, we take pride in our ability to provide high-quality cost-effective training. Depending on the demand for training and our ability to deliver quality online training, there may be times and circumstances where registration for free online courses may be restricted to higher priority applicants. As such, EMO may deny or delay registration for certain courses for some applicants. EMO training audience priorities are:

- Designated Municipal/Community Emergency Coordinators;
- Municipal/Community emergency management staff, including members of the Local Emergency Response Control Group, members of a local emergency operations centre, first responders, elected officials, and volunteers;
- Members of Provincial or Federal Government departments or private organizations, including non-governmental organizations, with a role in emergency management in the province of Manitoba;
- Other Manitobans;
- Other Provincial, Federal, or Territorial governments or private organizations with an emergency management role or interest;
- Other Canadians;
- Members of the International Community with an emergency management role or interest.

EMO reserves the right to restrict access to persons regardless of their priority standing.

## **Accommodation Policy**

If you require disability supports for learning please contact the Emergency Measures Organization (EMO) directly at 204-945-3050, Toll Free at 1-888-267-8298 or [emotraining@gov.mb.ca](mailto:emotraining@gov.mb.ca) each time you register for a classroom course.

In order to protect your privacy the EMO Learning Management System (LMS) does not store any personal health information. EMO gathers only the information necessary to provide the appropriate accommodation, and we dispose of this information in a secure manner once the specific classroom course or workshop is completed.

## **Privacy Policy**

### **Introduction**

Emergency Measures Organization (EMO) maintains a web site [www.manitobaemotraining.ca](http://www.manitobaemotraining.ca) and this Learning Management System (LMS) to provide information on training offered by EMO to residents of Manitoba and other interested persons.

EMO will not collect or hold personal information in the LMS other than that information needed to approve no-cost training and contact information in case we need to provide details regarding the courses in which you choose to register.

EMO is currently updating information related to the operation of the LMS.

### **What Personal Information We Collect and How We Use It**

#### ***Automatically Collected***

When you visit EMO's training web site, the web server automatically collects the following personal information about you:

- Your Internet Protocol (IP) address, which is a 9 number identifier that identifies your computer; or your Internet domain name, ie, anycompany.com. This information may identify you, depending on the "naming standards" followed by your Internet Service provider;
- The date of your visit; and
- The pages you visited on this web site.

This information may be used for statistical and research purposes.

### ***Collected on the Account Registration Form***

If you choose to register for an account and training, we will collect the following personal information about you:

- Your name, email address and phone number, organization, and/or municipality.

This information is collected so that we can provide you with the training for which you are registering. This information may also be used to report on statistics.

### ***Authority for Collection of Personal Information***

Our collection of personal information on this web site relates directly to and is necessary for the provision of training to interested persons by EMO and is authorized under section 36(1)(b) of The Freedom of Information and Protection and Privacy Act.

### ***Disclosure***

We will only disclose the personal information we collect on this web site:

- To a person involved directly or indirectly in delivery training on behalf of EMO to the extent the personal information is required for this purpose; or
- As authorized by you or by law, including The Freedom of Information and Protection of Privacy Act.

### ***How your personal information is secured and protected***

Our collection of personal information is done in a way that keeps the information secure. We are collecting your personal information on a secure server, Secure Locket Layer (SSL), a security protocol that provides communications privacy over the Internet. The protocol allows client/server applications to communicate in a way that is designed to prevent eavesdropping, tampering or message forgery.

### ***Destruction of personal information***

The personal information collected on this web site will be retained in accordance with a records schedule approved under The Archives and Recordkeeping Act of Manitoba.

### ***Consent***

By accessing this web site and submitting an Account Registration Form, you consent to the collection, use and disclosure of the information about you as described above. If you do not consent to this collection, use and disclosure of personal information about you, please do not proceed further and do not submit the Account Registration Form on this web site.



### ***Questions or Concerns***

If you have any questions or concerns about the collection of information about you, please contact the EMO Training Manager at:

1525-405 Broadway Avenue, Winnipeg, Manitoba R3C 3L6;

By email at [emotraining@gov.mb.ca](mailto:emotraining@gov.mb.ca);

By telephone at (204) 945-3050; or

By Fax at (204) 945-4929.

### **Disclaimer**

#### **Website contains general information provided “as is”**

Manitoba Emergency Measures Organization (EMO) provides the information, data and material (“Information”) at this web site for general information purposes.

The information at this web site is provided strictly “as is”.

#### **No warranties, representations, etc. Respecting information**

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- The results to be obtained from using the Information at this web site, or at any site linked to this web site; or
- Access to, or availability of, the web site, or any site linked to this web site, or access to, or availability of, the Information provided at this web site or any site linked to this web site.

#### **Corrections and Changes to Information**

To correct any Information provided at this web site, please contact [emotraining@gov.mb.ca](mailto:emotraining@gov.mb.ca).

The Information at this web site may be changed or updated at any time without notice.

### **Links to other sites**

This web site may contain links to other sites as well as email sites to other parties that are independent of EMO and the Government of Manitoba. These links are provided solely for your convenience. These sites were developed independently by other parties and by providing these links, EMO and the Government of Manitoba do not endorse these other sites or the persons or entities operating them, and make no representations about, and assume no responsibility as to the content of these other sites, including without limitation, the appropriateness, quality, accuracy, completeness, reliability, timeliness or usefulness of the Information at these other sites.

### **Limitation of Liability**

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  - iii. the use of any sites linked to this web site.

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By using this web site, you agree to be bound by the terms and conditions we have set out, and by all applicable laws. If you do not agree with any of these terms or conditions, do not use this web site.

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