

MANITOBA 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 Manitoba EMO, we take pride in our ability to provide high-quality cost-effective training. Depending on the demand for classroom training and our ability to deliver quality online training, there may be times and circumstances where registration for courses, either online or classroom, may be restricted to higher priority applicants. As such, Manitoba EMO may deny or delay registration for certain courses for some applicants. Manitoba 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 the Manitoba government, federal government departments, Crown Corporation, 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.

Manitoba 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 Manitoba EMO directly at 204-945-3050, Toll Free at 1-888-267-8298 or emotraining@gov.mb.ca each time you register for a classroom course.

In order to protect your privacy the Manitoba EMO Learning Management System (LMS) does not store any personal health information. Manitoba 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

Manitoba EMO maintains a website www.manitobaemotraining.ca and this LMS to provide information on training offered by Manitoba EMO to residents of Manitoba and other interested persons.

Manitoba EMO will not collect or hold personal information in the LMS other than information needed to approve training and contact information in case we need to provide details regarding the courses in which you choose to register.

What Personal Information We Collect and How We Use It

Automatically Collected

When you visit Manitoba EMO's training website, 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 (i.e. anycompany.com). This information may identify you, depending on the "naming standards" followed by your internet service provider.
- The date of your visit.
- The pages you visited on this website.

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 website relates directly to and is necessary for the provision of training to interested persons by Manitoba 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 website:

- To a person involved directly or indirectly in delivery training on behalf of Manitoba 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 website will be retained in accordance with a records schedule approved under The Archives and Recordkeeping Act of Manitoba.

Consent

By accessing this website 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 website.

Questions or Concerns

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

By mail: 1525-405 Broadway Avenue, Winnipeg MB R3C 3L6

By email: emotraining@gov.mb.ca

By telephone: (204) 945-3050

By Fax: (204) 945-4929

Disclaimer

Website Contains General Information Provided “As Is”

Manitoba EMO provides the information, data and material (“Information”) at this website for general information purposes. The information at this website is provided strictly “as is”.

No Warranties, Representations, Etc. Respecting Information

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- The usefulness, fitness or adequacy of the Information at this website, or at any site linked to this website, for any purpose or use.
- The results to be obtained from using the Information at this website, or at any site linked to this website.
- Access to, or availability of, the website, or any site linked to this website, or access to, or availability of, the Information provided at this website or any site linked to this website.

Corrections and Changes to Information

To correct any information provided on this website, please contact emotraining@gov.mb.ca.

The Information on this website may be changed or updated at any time without notice.

Links to Other Sites

This website may contain links to other sites as well as email sites to other parties that are independent of Manitoba EMO and the Manitoba government. These links are provided solely for your convenience. These sites were developed independently by other parties and by providing these links, Manitoba EMO and the Manitoba government 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.

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and whether it results from negligence or otherwise, arising from or in connection with any of the following:

- i. the use of or reliance on any Information provided at this website.
- ii. inability to access, or lack of availability of, this site, or any Information provided at this website.
- iii. the use of any sites linked to this website.

Any dispute or action arising with respect to this website or its contents shall be governed by the laws in force in the province of Manitoba, Canada. By using this website, you agree to submit to the jurisdiction of, and to bring any action exclusively in, the courts of Manitoba.

By using this website, 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 website.

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We have taken care to acknowledge other sources which have been used in preparing the Information at this website. Please notify Manitoba EMO if you identify any situations where this may not have been done.