



June 2018

Privacy Policy

The Ontario Institute for Cancer Research (“OICR”, “our” or “us”) is the lead institution behind the Cancer Genome Collaboratory project. The project was initiated in order to provide an academic compute cloud resource to allow users to run complex analysis operations across large data sets, such as genomic data sets.

This Privacy Policy (“Privacy Policy”) reflects OICR’s commitment to protecting the personal information about our users (“you”) of the Cancer Genome Collaboratory Cloud (“Services”). The Privacy Policy is intended to provide transparency around what personal information we collect, what we do with such information, and how our users can control what happens to the information which belongs to them.

This Privacy Policy only covers personal information collected through your use of the Services and via communications between you and us, and does not cover any information collected by any other website or application or to submitted data that you analyze through your use of the Services. By using the Services, you consent to the terms of this Privacy Policy. If you do not agree with the practices outlined herein, please do not give us any information or use our Services.

I. What Personal Information do we collect

In the course of your use of the Services, you consent to the collection of the following types of personal information about you:

Account Information: In the course of registering an account, you provide contact information such as your name, your employer, and your email address or phone number. In addition, should you choose to associate your account with other user accounts via mechanisms such as project permissions, we will collect this association information.

User Activity Information: We automatically keep logs of your activity as you use the Services. For example when you when you interact with our servers, these interactions are logged by OICR for the purpose of providing a means to troubleshoot issues as well as to provide in house analytics. This data does not get shared with any third parties.



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Other User Provided Information: You may provide information to us via other communications with our team, for instance emails exchanged through our ticketing system with our support team or suggestions submitted via a survey of the Collaboratory.

Payment Information: In order to pay for use of the Cancer Genome Collaboratory, you may be required to submit payment information limited to name and billing address for generation of invoices. A third party (FreshBooks) collects your payment information against your invoices, information which is not shared with the Cancer Genome Collaboratory. Please note that such payment information is governed by the privacy policy and terms of service of that third party.

You may revoke your consent at any time. In such a case, we will delete your data wherever practical to do so.

II. How we use the Personal Information we collect

We may use your Account Information to contact you about your use of the Cancer Genome Collaboratory, for instance to let you know the Collaboratory infrastructure is down, or to otherwise inform you about the Services, for instance by letting you know about changes or improvements to the Services. We may also aggregate information from your Account Information in order to better understand use of and interest in our Services.

We may use your User Activity Information, Account Information and Other User Provided Information to maintain, improve and better understand customer usage of the Cancer Genome Collaboratory and otherwise analyze the performance of our Services.

If you choose to invite other users to access your Services project (see "Controlling Your Personal Information" below), Account Information, such as name, email and project title will be shared with users to whom you have invited/granted permission. In addition, your name and email will be shared automatically with other users if you accept their access invitation.

We only use your Payment Information in order to address an invoice to you for your usage of the Cancer Genome Collaboratory. As noted earlier, your Payment Information is stored and processed on our behalf for this purpose by a third-party service provider, FreshBooks – check out their privacy policy at <https://www.freshbooks.com/policies/privacy> and their



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security protections at <https://www.freshbooks.com/policies/security-safeguards>. We do not store any credit card information ourselves.

Please note that your Personal Information will be deleted as soon as it is no longer necessary for the purpose of its collection.

III. How We may Share the Information We Collect

Other than the third party service providers identified above, we may disclose your data to third parties in response to a lawful request by public authorities, including to meet national security or law enforcement requirements, or if, at our sole discretion, we believe this is necessary in order to meet any legal requirement or enforceable governmental request or to identify, contact, or bring legal action against someone who may (either intentionally or unintentionally) be causing injury to or interference with our rights or property, users of the Cancer Genome Collaboratory, or anyone else who could be harmed by such activities.

IV. Controlling Your Personal Information

You can access and see which projects you are associated with via the Enrollment app (enrolment.cancercollaboratory.org) and “My Projects” menus respectively.

You can control which users have access to your project via the Enrollment app (enrolment.cancercollaboratory.org).

To access, correct, delete or request that your Personal Information be sent to you or someone else, please contact us at help@cancercollaboratory.org.

If you have any other questions or concerns about this policy, please contact the OICR Privacy Officer at:

Privacy Officer
Ontario Institute for Cancer Research
MaRS Centre
661 University Avenue Suite 510
Toronto, Ontario, Canada M5G 0A3



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Phone: 1-866-678-6427

Email: privacy@oicr.on.ca

Please see the OICR Terms & Conditions (<https://oicr.on.ca/terms-and-conditions>) for further information about the use of your personal information.

Privacy Policy Changes

We may update or otherwise modify this Privacy Policy periodically. We shall notify you of changes to this Privacy Policy by posting our policy changes on our website.