

# SURVEY POLICY

AgScape uses a variety of surveys in order to ensure and maintain high-quality programming, resources and events. To ensure we are protecting the confidentiality of youth and all participants who take part in our surveys, we have outlined the following criteria:

- Why do we survey?
- What is done with the survey information?
- Where is survey information stored?
- Who has access to survey information?
- How long do we keep survey information?
- Who to connect with if you want survey information changed/or removed?
- Who to connect with if you have further questions?



## Why Do We Survey?

AgScape surveys youth and other participants for numerous reasons. We have outlined below in further detail to explain why we survey.

## Programming

AgScape wants to continue to develop, refine and provide programs and events that meet the needs of Ontario youth and teachers. Understanding activities that youth and teachers enjoy, do not enjoy and want to see more of, helps us to build programs and events that are meaningful.

## Marketing

Ontario youth and participant voices carry meaning. Hearing what you have to say and sharing it with others showcases the quality of programs and events, leading to more youth and participants becoming food citizens.

## Fundraising

AgScape is a charitable organization, dependent on the funding of members, grant providers and supporters in order to offer our programming and events for free. Due to our responsibilities to our funders, we need to capture information on youth and/or participant attitudinal changes as well as capture testimonials, so that we are able to report back and/or receive future funding.

## What Is Done With The Survey Information?

All surveys conducted by AgScape respect the privacy and confidentiality of youth and all other participants. To ensure inclusivity, AgScape surveys are optional and are not a requirement to participate in AgScape programming and events. When completing surveys, youth and all participants:

- Can choose not to respond to any questions that may make them feel uncomfortable in any way; and
- Know that survey information gathered remains confidential and are assigned identifiers, when applicable, that ensure their protected identity when shared in public or private communications.

## Where Is Survey Information Stored?

AgScape uses the digital platform, SimpleSurvey, for the completion and storing of survey information. Simple Survey has its servers and backups located on Canadian soil only and are hosted in secure commercial data centers that meet strict Canadian government compliance requirements and laws.

# Who Has Access To Survey Information?

Only AgScape staff members and Agriculture in the Classroom-Canada staff have access to survey information.

# How Long Do We Keep Survey Information?

AgScape stores its survey information for seven (7) years. We store the information for this long for a number of reasons including:

- For any potential auditing purposes;
- For historical data on quality of programs and events; and
- To review and analyze for strategic direction of future programs and events.

# Who To Connect With If You Want Survey Information Changed/Removed?

AgScape wants to ensure you feel secure in any data provided in the surveys, and ultimately it is your information, opinions, feelings being shared. If for any reason, you would like information changed or removed, please contact [programs@agscape.ca](mailto:programs@agscape.ca).



**Who to connect with if you have further questions?**

If you have further questions, please connect with [programs@agscape.ca](mailto:programs@agscape.ca).