

Participant Information & Privacy Statement

Sightline Group: Academic Intelligence Customer Discovery Interviews

What this is

Sightline Group is conducting informal discovery conversations with higher education professionals, including privacy, compliance, and governance roles, to inform the design of Academic Intelligence, a policy governance platform for the post-secondary sector.

Your privacy matters to us, so we hold ourselves to high standards of care and transparency.

What we're asking of you

A structured interview (typically 20-30 minutes) about your experience with policy management and closely related workflows at your institution.

What information is collected

- Your name, title, and institutional affiliation
- Information you share about your role, workflows, and challenges during the conversation.
- With your consent, an audio recording and transcript of the conversation, plus notes taken during the call.
- If you'd prefer not to be recorded, let us know beforehand and we'll take written notes only.

We are not asking about, and ask that you not share, specific student records, other individuals' personal information, or anything your institution would classify as confidential or restricted under its own information management policy.

Usage

- The information we collect is used to inform product design and prioritization decisions for Academic Intelligence.
- Following the interview, we'll compile a summary of the conversation and share it back with you for your review.
- Insights may also be referenced in aggregate or anonymized form in internal planning documents.
- Nothing you say will be attributed to you by name in any external-facing material without your separate, written permission.

Storage and security

- Recordings, transcripts, notes, and summaries are stored on Google Workspace, hosted in Google's Montreal, Canada data centre.

- Your information does not leave Canada as part of our handling of it.
- Access is strictly limited to the principal of Sightline Group.

Retention

- Recordings, transcripts, and raw notes are retained for one year, then deleted.
- The compiled summary is retained for two years, then deleted.

Your rights

Participation is voluntary. You may decline to answer any question, end the conversation at any time, and request that your information be corrected or deleted after the fact, including after the interview has taken place, by contacting me at the address below.

Declining or withdrawing has no effect on any current or future relationship with Sightline Group.

Governing legislation

As a private consulting practice based in Alberta, Sightline Group's collection, use, and disclosure of your personal information is governed by Alberta's *Personal Information Protection Act* (PIPA) and, where applicable, the federal *Personal Information Protection and Electronic Documents Act* (PIPEDA).

This is separate from, and does not override, any obligations your own institution has under its governing public-body legislation. You remain responsible for ensuring anything you share with us is appropriate for you to disclose under your own institution's policies.

Contact information

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