ProQuest

Part 1	
Resource Type (Digital or Application)	Digital
Application/Software Title (with links)	ProQuest https://www.proquest.com/ ProQuest Digital Classroom
Developer/Vendor	Clarivate Plc
Privacy Policy, Terms of Use (Links)	Privacy Home Terms of Business | Clarivate
Description of Application and its Educational Value (Refer to "About Us" page, if applicable) *What is the initiative? Describe your initiative in enough detail that a reader who knows nothing about your work will understand the purpose of your initiative and who your partners and other stakeholders are. Describe what you're doing, how it works, who is involved and when or how long your initiative runs.*	**ProQuest Historical Newspapers** is a rich source of research tips and strategies applicable to any kind of research or inquiry. This K-12 resource allows staff and students to access digital archives of historic British Columbia newspaper content, dating back to the 1880s (Focused Ed).
Part 2	
Is this initiative a data-linking program under FOIPPA? *If yes, this PPIA must be submitted to the Office of the Information and Privacy Commissioner (OIPC). A data linking program is when multiple distinct data sets are used in conjunction with each other. (E.g. MyED information used in School Messenger)*	No
Is this initiative a common or integrated program or activity (CIPA)? *If yes, this PPIA must be submitted to the Office of the Information and Privacy Commissioner (OIPC). A CIPA is a program or activity that provides one or more services through a public body either working collaboratively or on behalf of other public bodies or agencies.*	No
What Personal Information (PI) is involved? *List all the PI elements that will be collected, used, and/or stored through the use of this app by (but not limited to): students, staff, parents, and vendors, even unintentionally. If the answer is 'none', then skip to PART 5 and submit this PPIA to the Privacy Officer for completion.*	No personal information is collected when students access ProQuest using login credentials provided by their teacher or district. However, if a student creates a 'My Research' account or if an individual is a paying subscriber, ProQuest may collect, use, and store the following personal information. • Identifying information (Name, email address, institutional affiliations, phone number, postal address, login credentials, payment-related info) • Device information (IP address, device and browser types, location)

	• Cookies and Tracking Data (Log data, usage analytics, search queries and interaction history within ProQuest services)
Use *What is the PI used for (purpose)?* *Will the PI be used to make decisions that directly affect individuals? Does the vendor/provider use collected PI for other purposes, e.g., to advertise its services to students, teachers or parents?*	• PI is used to operate and deliver ProQuest services, including account authentication, access management, security, customer support, and service improvement through analytics and cookies. • ProQuest does not sell PI or use it to advertise to students, teachers, or parents; marketing communications occur only with opt-in consent, and cookies are used for functionality and performance—not targeted advertising.
Disclosure *Who will/might access the PI?* *How might the vendor/provider share the collected PI? What disclosure to 3rd parties might occur (which 3rd parties) and the type of PI being disclosed/shared. How might disclosed PI be used (see above)?*	• ProQuest/Clarivate staff and contracted service providers may access PI to operate, secure, and support the platform. • PI may be shared with third-party processors such as hosting providers, authentication services, analytics tools, and security vendors; shared data may include identifiers, usage logs, cookies, and access credentials, used strictly for service delivery, performance, and security. • ProQuest does not sell PI and limits third-party use to contracted operational purposes, including authentication, system performance, fraud prevention, and legal compliance; no sharing occurs for advertising or marketing to users.
Security *Describe the measures put in place, including those implemented internally and by the provider, to secure the PI and to prevent unauthorized access to the PI. Describe the technical and physical measures in place to protect the PI.*	• ProQuest/Clarivate protects personal information through encrypted data transmission, authentication controls, continuous system monitoring, and secure cookie-based functions, all designed to prevent unauthorized access. • Access to PI is limited to authorized personnel and vetted third-party processors, with additional protection provided by secure hosting environments, controlled physical access, and Clarivate's operational security and vendor-vetting requirements.
Part 3	
Will any PI be stored outside Canada? *Yes or No. If No, skip to PART 4*	Yes
Is any of the PI 'sensitive'? *Click on link above to determine if PI is considered sensitive*	No

Where is the PI being stored? *Where, what regions are the PI being stored in, including backups. What hosting providers are being used?*	PI may be processed and stored in data centers outside of Canada, including in the United States. PI could be hosted across multiple regions globally, though the exact hosting providers are not explicitly named.
Part 4	
Ownership and Retention of PI *Who owns the PI, according to applicable contracts/agreements. Describe the provisions, controls and guarantees in place on the retention of PI: storage before expiry, backups, destruction/deletion of PI*	- Individuals and institutions own their personal information, while ProQuest/Clarivate acts only as the service provider processing PI under contract. - PI is retained only as long as necessary to operate the service, meet contractual and legal obligations, and manage system backups; backup copies follow the same retention and deletion controls until they expire under normal rotation. Backup retention periods are not disclosed. - Deletion and destruction controls allow users or institutions to request removal of PI, which ProQuest deletes or de-identifies unless retention is legally required, ensuring PI is not kept longer than needed.
Accuracy of PI *Describe the provisions that allow individuals to request corrections to their PI held within the application/service*	For any questions on this Privacy Policy or data practices, you can contact ProQuest by mail at: **ProQuest** Attn: **Data Protection Officer** 789 E. Eisenhower Parkway Ann Arbor, Michigan 48108 United States of America
Part 5	
Recommendation *Recommendation for **Approval, Abeyance/Suspension** (pending further review) or **Rejection**, based on a review and assessment of Privacy Risk. For an approval, provide any applicable conditions of use and/or other risk mitigation measures advised to achieve an acceptable level of privacy risk*	Approved.
PIA Version	1.0
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