

Now and Tomorrow
Excellence in Everything We Do



Capture and Use of Images for Ergonomic Assessments
External Vendor Agreement

Purpose

Employment and Social Development Canada (ESDC) has a duty and responsibility to ensure all information in its possession is protected at all times and not disclosed. As such, the use of capture devices within ESDC workplaces is prohibited without proper authorization.

ESDC recognizes the importance of capturing visual references for the purpose of writing ergonomic assessment reports. The following agreement outlines the extent to which images may be captured and used.

Scope

Images may only be captured of an employee’s workstation and may only be used for the purpose of completing the ergonomic assessment reports.

1. Images may not be used for any other purpose than to assess the ergonomic needs of _____ (employee).
2. Images may not be shared or transmitted to any other entity.
3. Images on the capture device, and any secondary copies of images on any other storage device, will be destroyed / deleted once the ergonomic assessment report is delivered to ESDC.

[Note: images embedded within an ergonomic assessment report do not need to be removed but must not be stored outside of the ergonomic assessment report. Furthermore, access to the ergonomic assessment report must be restricted]

Attestation

I, _____ (external ergonomic assessment vendor) agree and declare that the above statements are true and accurate to the best of my knowledge.

Vendor Signature

Date

Manager Signature (witness)

Date