

# FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FIPPA)

## THREE THINGS YOU SHOULD KNOW ABOUT ACCESS AND PRIVACY

### PROFESSIONAL RECORD KEEPING

Always write in a professional manner, including your e-mails.

Remember! The public can access most records through freedom of information so:

1. Keep official records needed for your work or to demonstrate due diligence
2. Destroy transitory or working records when they are no longer needed

### DISCLOSURE AND USE OF PERSONAL INFORMATION

Only use or disclose personal information when necessary:

1. In emergencies, or to reduce threats to health or safety
2. For the purpose information was collected or a reasonably consistent purpose
3. With the individual's consent
4. Within the University on a need-to-know basis

### SECURITY OF PERSONAL INFORMATION

Personal information is information about an identifiable individual.

Protect it always, at work, home, transit and elsewhere, end-to-end, cradle-to-grave:

1. Encrypt electronic personal information not in a secure University server.
2. Keep hard copy personal information locked up and away from the public.
3. Destroy personal information securely:  
Cross cut shred paper records and ask IT staff to destroy electronic records
4. Immediately notify your FOIL or the FIPP Office of any possible privacy issue

For questions, contact your department's Freedom of Information Liaison (FOIL) or

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