



**PRIVACY BASICS FOR NEW FACULTY AND STAFF**

June 2, 2011

The University follows the *Freedom of Information and Protection of Privacy Act* (FIPPA) which:

- Protects privacy by regulating how personal information is handled
- Provides for public access to information through formal requests for University-held records

**Personal information is information about an identifiable individual**

**Privacy protection is common sense**

Protect personal information from unauthorized access or loss while using it for University purposes

**Privacy protection is a shared responsibility requiring your participation**

Everyone who works at the University is responsible for protecting personal information  
Everyone should identify, report and help remedy privacy issues at the University

**Ask! If in doubt, please ask your privacy questions of;**

The University Freedom of Information and Protection of Privacy (FIPP) Office  
Your Division Freedom of Information and Protection of Privacy Liaison (FOIL)  
Address privacy issues **when they arise** with your supervisor, FOIL or the FIPP Office

**Key Privacy Rules:**

- Only collect personal information that you need to do your job
- 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
- Encrypt electronic personal information that is not in a secure University server
- Keep hard copy personal information locked and away from the public
- Avoid inadvertent exposure of personal information at work, home, transit and elsewhere
- Destroy personal information securely – cross cut shred and ask IT staff to destroy electronic records
- **Immediately** notify your FOIL or the FIPP Office of any possible privacy issue

**Review the following information at <http://www.provost.utoronto.ca/policy.htm>**

- FIPPA, Q and As for Instructors
- FIPPA - General and Administrative Access and Privacy Practices
- Guideline Regarding Security for Personal and Other Confidential Information