PRIVACY BASICS FOR NEW FACULTY AND STAFF

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