

Number:	ADM-118
Title:	Access to Information and Protection of Privacy
Person responsible for enforcement:	Secretary General
Entered into force:	February 28, 2018
Approved:	February 28, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	No exception to this regulation without prior written authorization from the Board of Governors

In this document, the masculine form is used without prejudice and for conciseness purposes only.

1. Policy statement

This regulation confirms Saint Paul University's continued commitment to the principles of access to information, whether personal information or institutional information, and protection of privacy in respect to applicable access and privacy legislation.

2. Legal framework

2.1 Saint Paul University confirms its full compliance with the Ontario *Freedom of Information and Protection of Privacy Act* (FIPPA) and its regulations. The present regulation is not intended to restate the provisions of FIPPA or any other access to information and protection of privacy statutes and regulations that may apply to Saint Paul University.

3. Regulation

3.1 Access to information

The University routinely makes large amounts of its institutional information available to the public on the University's website. If the information is not available on the University's website, a request for information may be made to the Secretary General.

3.2 Privacy

The University is committed to maintaining and protecting the integrity of personal and confidential information. If a person believes his or her privacy rights have been violated, the person may file a written complaint with the Secretary General who, in turn, will investigate the complaint.

3.3 Responsibilities and delegation of powers

- i) The Secretary General is responsible for the oversight of access to information and privacy matters at Saint Paul University.
- ii) For the purposes of FIPPA, the "person accountable" for compliance with the requirements of FIPPA is the Rector of the University. The Rector delegates to the Secretary General all powers and duties related to the University's compliance with the requirements of FIPPA. This delegation is pursuant to FIPPA and does not in any way limit the authority of the Rector as the designated "head" from exercising any of the delegated powers and duties under FIPPA.

3.4 Notice of collection of personal information

Personal information is submitted by students, employees, alumni, donors or other individuals and is intended to be used for the purposes of and those consistent with the administration of University programs and activities and in order to carry out other University services and functions, including the following:

- recruitment, admission and registration, academic programs and evaluation, graduation;
- evaluation of academic and non-academic programs;
- assisting the student association and the Saint Paul University Alumni Association;
- financial assistance and awards;
- alumni and development activities;
- institutional planning and statistics;
- reporting to government agencies and professional licensing bodies;
- employment related matters;
- safety and security;
- promotion in its print, electronic and internet publications.

Questions by an individual regarding the collection and use of their own personal information in a particular instance should be addressed to the University faculty, administrative office or service responsible for such collection and use. Questions of a general nature regarding the collection, use and disclosure of information should be addressed to the Office of the Secretary General.

Under the Federation Agreement binding Saint Paul University and the University of Ottawa, certain information may be transmitted from one partner to the other.

3.5 Disclosure

It is the University's policy not to disclose personal information to external individuals or organizations unless,

- a) covered by the Notice of Collection of Personal Information in this regulation;
- b) the individual is notified when the personal information was collected;
- c) the individual has consented to the disclosure;
- d) the University is permitted under applicable access and privacy legislation or by law.

3.6 Information collected for public purpose

The University considers the following information as information collected and maintained for the purpose of creating a record that is available to the public and may be published in print, electronic format or on the internet:

- a) the degree or degrees conferred by the University and the date received, and
- b) the recipient of excellence scholarships or other prizes or honours awarded by the University or other third party.

3.7 Correction of personal information

Individuals have a right to request access to their own personal information and to request the correction of their personal information. Those who wish to obtain access to a document containing their personal information or to request a correction should begin by contacting the faculty, administrative office or service that is likely to have the information.

Depending on the nature of the request or request for correction, it may require a written request to the Secretary General.

3.8 Personal information banks

As required by FIPPA, the University maintains an index of personal information banks which outline all areas that create and maintain personal information banks for their day to day work.

3.9 Retention and disposal of personal information

The *Records Retention Schedule* established by the Archives Sector of Jean-Léon Allie Library and Archives sets out the University's practices regarding the retention and disposal of records.