



## Three Key Access and Privacy Principles

### 1. Freedom of Information and Protection of Privacy Act (FIPPA)

- The University follows FIPPA, which:
- Protects privacy by regulating handling of personal information, and
- Enables public requests and access to university-held records

### 2. Professional recordkeeping

- Records are needed for work and to demonstrate due diligence
- Most records are releasable under freedom of information, and other processes
- Create excellent records, that are; professional, complete, useful, and kind
- Periodically delete/dispose of transitory records
- Keep official records, which follow; law, policy, good practice, community expectations

### 3. Privacy

- Emergencies, health, and safety trump privacy
- Personal information can also be shared:
  - a. For the purpose collected
  - b. Within the University on a need-to-know basis
  - c. With the individual's consent

### 4. Security

- Encrypt electronic personal information outside secure University servers
- Lock up hard copy personal information