

## About the University's Collection and Purposes For Personal Information

The University of Toronto is subject to the Freedom of Information and Protection of Privacy Act (FIPPA). FIPPA s. 39(2) requires that individuals whose personal information is collected be notified of:

- the University's legal authority for collecting their personal information,
- the principal purposes for which their personal information is intended to be used and
- the title, business address and telephone number of a University employee who can answer individuals' questions about the collection of the personal information.

This page adds context to the University's Notice of Collection (the Notice), explaining your rights and the University's obligations respecting your personal information.

The Notice is set out in full for your reference:

### University of Toronto Notice of Collection

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government agencies for statistical purposes. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to [www.utoronto.ca/privacy](http://www.utoronto.ca/privacy) or contact the University Freedom of Information and Protection of Privacy Coordinator at 416-946-7303, McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.

Below, each section of the notice is **set out in bold**, with your rights and the University's obligations explained in detail:

## **The University of Toronto respects your privacy.**

The University is committed to the requirements of FIPPA. Established University of Toronto values and long-standing practices for privacy and access are consistent with FIPPA principles. These principles were reflected in University practice and policy long before FIPPA applied to the University. The University continues to support access and privacy through its commitment to the requirements of FIPPA.

A key purpose of FIPPA, set out at s. 1(b) is:

To protect the privacy of individuals with respect to personal information about themselves held by institutions and to provide individuals with a right of access to that information.

Some guiding principles that inform the University's treatment of your personal information are:

### Openness and Privacy

The University's Freedom of Information and Protection of Privacy Office (FIPPO) will answer your questions and address your concerns about personal information and privacy.

You can also access your own personal information subject to legal limitations to that right.

### Responsibility and Accountability

The University is responsible for protecting personal information from loss, destruction or unauthorized access and for keeping it accurate, complete and up-to-date for the purposes for which it is used.

### Notice

You have a right to know about collection of your personal information and how it is employed in University activities. This knowledge will help you to better understand University activities and functions as they relate to you. Most University activities involving personal information are not optional. However, a few are and you should also know that you can opt out of these.

### Limited Collection, Use, Disclosure and Retention

The University collects only as much of your personal information as is necessary for identified official purposes. Your information is only disclosed or retained for those purposes. It is kept as long as necessary to accomplish these purposes and any necessary follow-up activities.

## Individual Rights and University Responsibilities

You have rights and the University has responsibilities respecting your personal information. These rights and responsibilities exist in the context of the University's role and mission, its responsibility to the various communities of which it is comprised and in which it participates, applicable law, policy and practice. For example, individual rights over personal information would not extend to interference with safety, codes of behaviour with respect to academic integrity and/or other conduct.

## Required Activities Which Involve Personal Information

Most University uses of your personal information are mandatory because they are necessary for the University's mandate, operations or programs. These activities can only be properly administered with specific personal information. Consequently, your provision of necessary personal information – and the University's ability to use it for the specified purpose(s) – are required for your participation in these activities. If you wish to participate, you must provide the required personal information – there is no ability to opt out.

For example, you would not be able to opt out of University scrutiny of academic or student conduct, actions necessary to maintain your official student academic record, evaluation of your academic work or U of T Police law enforcement activities or records about you.

Your personal information could also be required for University legal or government requirements or for program development activities.

## Optional Activities That Involve Personal Information

Some University activities that involve your personal information are optional. You can choose to participate in them or not as you prefer. These activities are, by definition, not mandatory and therefore, your decision to participate or not will not of itself have an impact on your grades or other official University outcomes about you.

A few examples include optional surveys, clubs, many student groups, some student directories, honour societies, advancement and alumni activities.

Some of these activities would require that you opt in and voluntarily provide your personal information to participate. For other activities, you may be given the opportunity to opt out through clear notice.

Either way, your decision to participate or not in optional activities will not have an impact official University outcomes about you and you will be so notified. If you have any doubt about the mandatory or optional nature of an activity, do not hesitate to ask those responsible for the activity or the FIPP Office.

## **Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971.**

Legal authority for the University's collection of personal information derives from the necessity to collect personal information for the proper administration of official (lawfully authorized) University activities. Lawful authorization of University activities is based on the University's mandate and powers as delineated by the University of Toronto Act, section 2(14), which reads as follows:

The government, management and control of the University and of University College, and of the property, revenues, business and affairs thereof, and the powers and duties of The Governors of the University of Toronto and of the Senate of the University under The University of Toronto Act, 1947 as amended are vested in the Governing Council, and, without limiting the generality of the foregoing, the Governing Council has power to,

- a. appoint the President;
- b. appoint, promote, suspend and remove the members of the teaching and administrative staffs of the University and all such other officers and employees, including pro tempore appointments, as the Governing Council considers necessary or advisable for the purposes of the University or University College, but no member of the teaching or administrative staffs, except the President, shall be appointed, promoted, suspended or removed unless recommended by the President or such other officer or employee of the University designated therefore by the President under subsection 4a of section 5;
- c. fix the number, the duties and the salaries and other emoluments of officers and employees of the University and University College;
- d. delegate such of its powers under clauses b and c as it considers proper to the President or to such other officer or employee of the University as may be designated by the President;
- e. appoint committees and delegate thereto power and authority to act for the Governing Council with respect to any matter or class of matters, provided that where power and authority to act for the Governing Council are delegated, a majority of the members of the committee shall be members of the Governing Council;
- f. establish, change and terminate academic and administrative units within the University and determine the powers and duties of any such unit;
- g. conduct examinations and appoint examiners;
- h. deal with matters arising in connection with the award of fellowships, scholarships, medals, prizes and other awards for academic achievement;

- i. establish, change and, subject to subsection 2 of section 12, terminate councils within the University and determine the composition, powers and duties of any such council;
- j. provide for the granting of and grant degrees, including honorary degrees, diplomas and certificates;
- k. establish, change and terminate chairs and programs and courses of study;
- l. acquire, hold without limitation as to the period of holding, sell, lease or otherwise deal with real property;
- m. borrow from time to time such sums for the use of the University and of University College, and give such security against the assets of the University by way of mortgage or otherwise, as it determines;
- n. determine and regulate the standards for the admission of students to the University, the contents and curricula of all programs and courses of study and the requirements for graduation;
  - a. delegate such of its powers under clauses g, h, and n as it considers proper to any academic unit or council;
  - b. determine the manner and procedure of election of its members, including the determination of constituencies, assign students and members of the teaching staff and administrative staff to such constituencies, and conduct such elections, but in the case of election of members by the administrative staff, the teaching staff and the students, or any of them, the elections shall be by secret ballot and no person shall be eligible to cast more than one ballot;
  - c. determine whether any person is a member, or any class of persons are members, of the administrative staff or the teaching staff or the alumni or is or are a student or students, and if a student or students, whether fulltime graduate, part-time graduate, full-time undergraduate or part-time undergraduate;
  - d. invest all money that comes into its hands and that is not required to be expended for any purpose to which it lawfully may be applied, subject always to any express limitations or restrictions on investment powers imposed by the terms of the instruments creating any trust as to the same, in such manner as it considers proper and, except where a trust instrument otherwise directs, combine trust moneys belonging to various trusts in its care into a common trust fund;
- o. do all such acts and things as are necessary or expedient for the conduct of its affairs and the affairs of the University and University College. 1971, c. 56, s. 2(14); 1978, c. 88, s. 2(5).

**It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and for statistical reporting to government agencies for statistical purposes.**

This description of purposes is not exhaustive. The University's size, range of programs and activities, results in a many constantly evolving, multi-faceted linkages and relationships in the execution of its mandate. In this environment, purposes related to personal information become very context-specific and may vary substantially among programs, courses and people. The Notice describes broad functional purposes. The University provides more specific information about unusual or unexpected purposes. If you would like to know more about handling of personal information, please do not hesitate to ask your Registrar, professors or the FIPP Office.

For example students' interactions with and at the University will generally span several years, increasing in richness and complexity through a unique set of often changing connections and relationships with the institution, faculty, staff, other students, groups, associations and other entities. These interactions will generally involve – and often require – personally identifiable information. Factors that can affect which personal information is needed include students' program, level, courses, University professional activities and other relationships and involvements. Each student's unique University experience – and personal information requirements – will be determined by the student's choices from the many offerings available.

The University, offers and undertakes many services and activities, and at all times fosters and advances key values and principles, including:

- designing and delivering programs, courses, and activities,
- following and grading academic achievement,
- academic integrity,
- recognizing excellence,
- accommodating need,
- protecting safety,
- monitoring quality and effectiveness of its activities and programs,
- engaging in research,
- partnering with other institutions and entities locally and internationally,
- interaction with Government – some legislatively mandated, others not
- providing and receiving support – not only financial – to and from many of the communities to which it belongs and with which it interacts.

The abundance, interrelationships and interactions of these operational contexts are deepened by the University's rich tradition of collaborative and interdisciplinary scholarship and by the changing constellation of interwoven communities that the University comprises – including campuses, colleges, faculties, associations and many more – each with its unique set of pedagogical, professional and even social requirements.

These varying requirements are reflected in differing operational treatment of personal information throughout the University. Personal health information may be required for participation in educational placements such as clinical work or rotations. Group work may be required, perhaps with peer evaluation. The extent to which personal information is shared among faculty and staff and even students varies with program needs and should occur as necessary or with consent.

Upholding the key value of academic integrity across teaching, learning and research, can reasonably be expected to call for complex activities involving personal information.

Safety means a safe, secure University environment for all, including public order, crime detection and prevention, fire prevention, community safety, support and assistance for students and others at risk and in crisis, involving, where appropriate, communicating personal and/or personal health information with and seeking assistance from medical professionals, emergency contacts, family and others beyond the University community.

Each purpose in the Notice encompasses a broad range of activities reasonably related to that purpose. More detailed descriptions can be found in connection with each activity. For example, course descriptions, calendars and syllabuses have been and are being revised to set out unusual or unobvious requirements and expectations respecting personal information in courses and indicate whether those expectations are mandatory or optional. This helps individuals to understand when program participation may require provision of their personal information and how that information may be employed in the program.

If you would like more information, please do not hesitate to ask at the program or course level or contact the FIPP Office for privacy clarifications.

**At all times it will be protected in accordance with the  
*Freedom of Information and Protection of Privacy Act.***

The University is committed to the requirements of FIPPA and will protect your personal information according to the legislation's requirements, including, as explained above, limiting collection, use and disclosure of personal information to necessary legally authorized purposes and, where appropriate, those to which you consent.

**If you have questions, please refer to [www.utoronto.ca/privacy](http://www.utoronto.ca/privacy) or contact the University Freedom of Information and Protection of Privacy Coordinator at 416-946-7303, McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.**

The University's Freedom of Information and Protection of Privacy Coordinator and the FIPP Office will answer your questions and respond to your concerns about personal information and privacy.