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