



THREE KEY ACCESS AND PRIVACY PRINCIPLES

1. CREATE EXCELLENT, PROFESSIONAL RECORDS

- Records are needed for work and to demonstrate due diligence
- Most records are releasable under freedom of information

2. SHARE PERSONAL INFORMATION FOR SAFETY AND WORK

- Emergencies, health and safety trump privacy
- Personal information can also be shared:
 - For the purpose collected
 - Within the University on a need-to-know basis
 - With the consent of the individual to whom it relates

3. PROTECT PERSONAL INFORMATION: CREATION TO DESTRUCTION

- Encrypt electronic personal information outside secure University servers
- Lock up hard copy personal information
- Destroy personal information securely:
 - Cross cut shred paper records
 - Ask IT staff to destroy electronic records securely
- Notify immediately if you suspect a privacy problem