



Information & Privacy Essentials



RESOURCES AND GUIDELINES

The Information and Privacy Office (IPO) has a wealth of information resources on its website, including tip sheets and guidelines on many topics such as:

- recordkeeping basics
- email management
- transitory records
- FIPPA exemptions and exclusions
- confidential records and secure destruction
- security of records on portable devices
- handling privacy breaches
- organizing and maintaining shared drives
- minute-taking tips and techniques
- photo and video consents

In addition, there are information circulars geared specifically to faculty members:

- FIPPA and Recordkeeping Basics
- Student Information: Best Practices for Instructors
- Research and Teaching Records

Call us to get your complimentary mousepad with the *Top 5 Tips for Good Recordkeeping* (while supplies last).

CONTACT

For York Employees

If you have any questions or concerns about access to information, protection of privacy, or records management, please contact us.

Information and Privacy Office
1050 Kaneff Tower

General Inquiries: info.privacy@yorku.ca

Tel: (416) 736-2100 ext. 20359
Fax: (416) 736-5094

Web: ipo.info.yorku.ca

INFORMATION AND PRIVACY OFFICE

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

ACCESS TO INFORMATION

In June 2006, Ontario's *Freedom of Information and Protection of Privacy Act* (FIPPA) was extended to cover universities. The Act provides anyone with a right of access to a record in the custody or under the control of the University subject to limited and specific exemptions and exclusions.

The Information and Privacy Office (IPO) coordinates responses to FIPPA requests. When a request is received, the IPO will ask the relevant units to search for records responsive to the request. The copies are then reviewed by the IPO to determine whether any of the exemptions or exclusions apply. If so, records may be withheld from disclosure, or portions of the record severed.

Exemptions include solicitor-client privilege, third-party information, and personal privacy, amongst others. The Act excludes from its scope most records pertaining to employment and labour relations, as well as teaching materials and records associated with research.

REMEMBER:

RECORDS YOU CREATE MAY BECOME SUBJECT TO A FIPPA REQUEST, SO CREATE RECORDS WITH ACCESS IN MIND.

PROTECTION OF PRIVACY

York University holds personal information about students, their families, staff and faculty, and others who use the campus. The *Freedom of Information and Protection of Privacy Act* (FIPPA) requires the University to protect the privacy of individuals with respect to the personal information that it holds, and to provide those individuals with a right of access to that information.

Appropriate notice must be given in order to collect personal information, including the legal authority for the collection, the purpose, and a contact person who can answer questions about the collection. Personal information must only be used for the purpose for which it was collected, or a consistent purpose.

Personal information may only be disclosed to the individual to whom it pertains with certain exceptions including, but not limited to, the following:

- the individual to whom it pertains has given consent to disclose
- in compelling circumstances affecting health or safety
- for a law enforcement purpose
- to comply with another statute
- where the disclosure is to a University employee or officer who needs the information in the performance of their duties

IF YOU HAVE ANY DOUBTS ABOUT DISCLOSURE OF PERSONAL INFORMATION, CONSULT THE IPO FIRST.



RECORDS MANAGEMENT

Records are a normal product of any operational activity; they are a University asset that should be managed like any other asset. Records:

- provide evidence of activities done and decisions taken
- document statutory, regulatory and policy compliance
- ensure services are delivered in a transparent and accountable fashion
- provide evidence of legal obligations between the University and others
- establish and promote York's identity
- maintain the University's institutional memory

In the modern desktop environment, where employees at every level of the University create and manage records through their computers and email accounts, every employee is responsible for ensuring the records they create, receive, and maintain are properly managed.

The key tool for managing records is the Common Records Schedule (CRS). The CRS provides the rules for how to classify records, how long to keep them, and how to dispose of them — either by destroying or deleting them, or by transferring them to the University Archives for permanent preservation.



BE SURE TO FAMILIARIZE YOURSELF WITH YOUR UNIT'S RECORDKEEPING SYSTEM