Access & Privacy

Academic Leadership Program
22 September 2016
Ontario’s *Freedom of Information & Protection of Privacy Act*

1. Access to Information
   - Need to know what we’ve got and where it is

2. Privacy
   - Collect only what we need
   - Use only for the purposes for which it was collected
   - Keep only as long as necessary
   - Access/disclose appropriately
   - Dispose of securely
Who?

Overall Responsibility/Policy

• University Secretary, and Chief Information Officer
• Privacy Officer: Karen Jack
• University Records Manager: Chris Halonen
• Information Security Officer: Jason Testart
Student Records

• Almost all personally identifiable information about a student must be protected under FIPPA
  – Including: students’ files, grades and grade revisions, class lists, students’ assignments, petitions, verification of illness forms, discipline records…

• Policy 46: Information Management
  (former policies 8, 12, 13, and 19)

• Guidelines on Returning Assignments and Posting Grades

• Guidelines for Managing Student Information for Faculties, Academic Departments and Schools
Tips re: your files

• Collect / record only information you need.

• Write it down only if you are prepared to have it read. Be objective and factual in what you write. Avoid recording unsubstantiated or subjective comments.

• Mark records containing information requiring protection as CONFIDENTIAL and treat accordingly.

• E-mail messages are records. Manage them as you do any other record.

• Regularly dispose of records that have only short-term, immediate or no value.

• Dispose of records containing confidential or sensitive information in a secure manner. i.e., not in recycling bins.
Tips re: security

• Store data securely (N drive, locked cabinets, encryption, flash drives).

• Access data securely (VPN, taking work home).

• Send information securely (Sendit, Sharepoint, shared drives, secure FTP).

• Ensure your computer receives updates and has anti-virus software.

• Passwords – keep your UW password unique and hard to guess/hack.

• Social engineering = verify, verify, verify.
Questions?

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