
To: Associate Deans; University Operations Committee

From: Kathy Winter, PhD, C.Psych. (Waterloo Privacy Officer)

Date: 18 June 2018

Subject: Privacy Principles

- **STRICTLY NECESSARY / NEED TO KNOW:** Process (i.e., collect, use, disclose) personal information only on a strictly necessary, need-to-know basis according to your job and as necessary in the proper discharge of the university's functions.
- **INFORMED:** Ensure that individuals are fully aware of and consent (implied, express)¹ to the principal purpose or purposes for which the personal information is intended to be used. Supply individuals with the contact information of whom they can speak should they have any questions or concerns.
- **DATA LIMITATION/MINIMIZATION:** Limit the personal information that is collected and only collect information directly from the individual to whom the information relates. De-identify and make information anonymous as much as possible.
- **PURPOSE LIMITATION:** Use the personal information for the purpose for which it was obtained/compiled or for a consistent purpose. Additional information about how individuals' information may be used by Waterloo is outlined in things such as [Policy 46](#), Waterloo's [Notice of Collection](#) (applicable to students), [Human Resource Statement](#) (applicable to employees), and Waterloo's [website privacy statement](#).

¹ Aside from an implied or express consent, personal information can be disclosed under certain other conditions (e.g., as required or permitted by law, as part of law enforcement proceedings, in compelling circumstances affecting the health and safety of an individual <https://www.ipc.on.ca/wp-content/uploads/Resources/fact-07-e.pdf>).