### Section 1. Legislation

a) Most often on campus, any collection, use, and disclosure of personal information is done in accordance with:

b) When that information is personal health information, then PHIPA (vs FIPPA) may be the applicable legislation:
   - Personal Health Information Protection Act (PHIPA, 2004)

c) And finally, and more rarely here at Waterloo, the federal legislation, **PIPEDA (2000)** when there is collection of personal information in the course of commercial activity - **NB** PIPEDA does not apply in cases where PHIPA (2004) applies

### Section 2. Campus Information and Privacy Resources

a) General
   - **Secretariat: / Information and Privacy**
   - Policy 46 - Information Management
   - University of Waterloo Act
   - Waterloo’s Notice of Collection
   - Waterloo’s website privacy statement
   - Information security breach response
   - Guidelines for confidential records
   - Guidelines on use of email and instant messaging

b) Employee
   - The University of Waterloo also has undertakings to faculty and staff with respect to confidentiality of employment information in **Policy 18 and Policy 75**.

### Section 3. Working with Student Information

- Policy 46 - Information Management
- Guidelines for Managing Student Information for Faculties, Academic Departments and Schools
- Returning assignments and posting grades
- Student access to student information
- Responding to requests for information
- Guidelines for secure data exchange: Choosing information transmission methods based on the security classification
- Record-keeping
- University Records Management Procedures and Guidelines
- Records and personal information

### Section 4. Information and Privacy Commissioner (IPC) of Ontario

- **IPC**
- Useful IPC guidance documents
- When working outside the office
- IPC website privacy statement
## Section 5. Additional Useful Resources

### University Guidelines
- Statement on Security of Waterloo Computing and Network Resources
- Guidelines on the Use of Waterloo Computing and Network Resources
- Statement on Electronic Business

### Information Security Procedures and Guidelines
- Information security breach response procedure
- Information Risk Assessments (Privacy and Security Impact Assessment; PSIA)
- Basic security principles for information systems development/deployment
- Laptop Encryption
- Information security for research
- Guidelines for secure data exchange: Choosing information transmission methods based on the security classification

### Office of Research Ethics
- Guideline for researchers on securing research participants' data
- Privacy and security risk assessment tool
- Data sharing agreements

### Institutional Analysis and Planning
- Institutional surveys
- University data and statistics

### University Records Management Procedures and Guidelines
- Records Classification and Retention Schedule
- Managing Transitory Records
- Recordkeeping Guidelines for University Committees
- Records Disposal and Destruction
- Electronic Media Disposal Guidelines

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<tr>
<td>Kathy Winter, PhD, CPsych</td>
<td>Kathy Winter</td>
<td>Information and Privacy Officer</td>
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