

Privacy Resources

Section 1. Legislation

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

- [Freedom of Information and Protection of Privacy \(FIPPA, 1990\) Act](#)

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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