Lunch & Learn – Privacy Protection
17 November 2016
AGENDA

- FIPPA
- Policy 46 – Information Management
- Your files
- Sharing information
- Security tips
- Who can help
Freedom of Information and Protection of Privacy Act (FIPPA)

- Key principles:
  - 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
FIPPA

- When the person has consented
- Consistent purpose
- To an employee who needs it to perform his/her duties
- Safety of an individual
UW POLICY 46 – INFORMATION MANAGEMENT

- Classifies all university information

- Roles and responsibilities

- Sets the rules re: need for security controls and breach/loss response

- Defines student information

- Restricts access only to UW instructional or administrative staff with a legitimate need

- Very little student information is considered public
ALSO SEE

- Guidelines for Managing Student Information for Faculties, Academic Departments and Schools
YOUR FILES

- Be objective and factual
- Assume access
- Handle confidential records confidentially
- Dispose of transitory records
- Use secure disposal methods
SHARING INFORMATION

• Need to know?
• Would the student see the disclosure as reasonable?
• What about mom and dad?
• Getting consent to share
SECURITY TIPS

• Access data securely (VPN; Sendit, etc.)
• Portable devices and encryption
• Social engineering = verify, verify, verify
• Passwords – make them hard to guess or hack, and make them unique
WHO CAN HELP

• Privacy Officer: Karen Jack

• University Records Manager: Chris Halonen

• Information Security Officer: Jason Testart
Questions?