

## ***Freedom of Information and Protection of Privacy Act (FIPPA)***

### **OVERVIEW FIPPA**

[FIPPA](#) is provincial legislation composed of two principals of equal weight:

- Transparency: Access to information is an essential value;
- Privacy: Personal information and privacy must be protected and doing so is integral to the dignity and the integrity of the individual;

### **RECORDS**

FIPPA covers any record of information however recorded, including in printed form, electronic, film, video, post-it notes, BlackBerry messages, e-mail – including Gmail, agendas, address books, held in the custody or under the control of Nipissing University. Personal information means recorded information about an identifiable individual including an individual's home address, home telephone number, student number and educational history, including grades and students' Nipissing email address. It also includes information such as age, gender, race and health issues as well as evaluative opinions.

### **STUDENT PERSONAL INFORMATION**

### **NOTICE OF COLLECTION**

Individuals must be informed about the collection and use of personal information; general uses of student information are outlined in the Policy on Student Records at <http://www.nipissingu.ca/calendar/regulations/policies/Pages/Policy-on-Student-Records.aspx>

### **“NEED TO KNOW” sharing of personal information**

FIPPA allows sharing of personal information where disclosure is made:

- a) to an officer, employee, consultant or agent of Nipissing University;
- b) who needs the record;
- c) in the performance of their duties, and;
- d) where the disclosure is necessary and proper in the discharge of the University's functions.

### **PRIVACY BREACH**

A privacy breach occurs when there is an unauthorized disclosure of personal information. If there is a suspected or actual breach of personal information:

- 1) Notify [Information & Privacy Officer](#) immediately
- 2) Advise Chair/Supervisor/Manager