

Privacy Rules!

Collection – Collect personal information only if you have authority. Collect information directly from the individual (except in certain circumstances). Collect only the minimum personal information needed to fulfill the purpose for collection. Ensure a privacy notice is added to all collections of personal information.

Use – Use the information you have collected only for the purpose intended and minimize the amount of personal information used!

Disclosure – Disclose information only if it is required to fulfill the purpose of collection, or if you have received consent!

Retention – Information used to make a decision about an individual must be kept for a minimum of one year.

Security – Always protect the personal information against unauthorized access, collection, use, disclosure, and disposal.

Accuracy – When using information to make a decision about an individual be sure to make every effort to ensure that the information is accurate and complete.

Memorial University's Privacy Policy was adopted by the Board of Regents on September 11, 2008.

It can be found at <http://www.mun.ca/policy/site/view/index.php?Privacy>.

This Privacy policy also contains several procedures:

***administering** privacy measures within a unit*

***challenging** privacy compliance*

***checking** privacy compliance*

***correcting/annotating** personal information*

***giving researchers** access to personal information*

***managing** a privacy breach*

***retention** of personal information*

It is important to be aware of all University policies, including:

Data Removal Policy

Security of Confidential Information

Appropriate Use of Computing Facilities policy

Protected Disclosure policy



Information Access
and Privacy Protection

The IAPP Office website
contains Privacy Rules!
Privacy Tools!

www.mun.ca/iapp

The IAPP website also
contains guides and other
resources to assist your
unit in privacy
compliance.

More resources are
available from C&C:

<http://www.mun.ca/computing/services/security/securityresources/index.php>

If you have questions or
need assistance, please
contact us at:

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Privacy Tools!

Collection Questionnaire – helps you identify the purposes for which you are collecting personal information and develop your privacy notice.

Privacy Notice – mandatory when collecting personal information.

Privacy Compliance Checklist – mandatory for any new programs or projects.

Contractor Privacy Schedule – mandatory for any agreements with consultants, contractors and outside service providers

Research Agreement – mandatory whenever your unit is asked to disclose personal information to any researcher.

Confidentiality Agreement – good privacy practice to have volunteers and student, contractual or temporary employees sign an agreement

Request for Correction of Personal Information – a unit refusing a request to correct personal information must refer the person to this tool

Privacy Breach Protocol – any employee discovering a privacy breach must initiate the breach protocol

Encryption – use C&C encryption techniques for files stored on portable media

Passwords – keep your password secret, and use combination of letters, numbers and symbols

Disposal of Records – physical records containing personal information should be securely shredded; electronic records should be over written in accordance with Data Removal Policy

