
ACCESS AND PRIVACY PROGRAM

Description: Consists of records relating to the development and implementation of program tools to assist the University in complying with legislation on access to information and privacy. Records may include procedures, guidelines, templates and forms, privacy notices, communications, education and training materials.

MUNCLASS Function:	Information Management and Technology (IN)
Responsible Unit(s):	Information Access and Privacy Office, Office of the Chief Information Officer
Retention:	Current calendar year file closed + 6 years
Disposition:	Destroy
Media:	Paper and/or electronic
Authority:	Access to Information and Protection of Privacy Act, 2015 , Anticipated Operational Use
Security Classification:	Confidentiality: Public – Integrity: Standard – Availability: Low
Personal Information Bank:	No

Version 01

Approved: July 11, 2017: RS 2017-0013
