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## Protection of Privacy Policy

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<b>Policy Sponsor:</b>	The Governors of Athabasca University
<b>Policy Contact:</b>	FOIP/ Policy Coordinator
<b>Policy Number:</b>	N/A
<b>Effective Date:</b>	June 10, 2011
<b>Approval Group:</b>	The Governors of Athabasca University
<b>Approval Date:</b>	June 10, 2011
<b>Review Date:</b>	Annually

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### Purpose

To protect the privacy of individuals by following the conditions and obligations in Part 2 of the [Freedom of Information and Protection of Privacy \(FOIP\) Act, R.S.A 2000, c.F-25](#)

### Definitions

**Personal Information** Means recorded information about an identifiable individual as specified in section 1(n) of the [FOIP Act](#).

### Policy Statements

1. Athabasca University will manage personal information in a manner that protects the personal privacy of the individual.
2. Collection

The University will collect personal information about an individual only as provided for under sections 33 & 34 of the [FOIP Act](#):

If the collection is expressly authorized by an enactment of Alberta or Canada including section 65 of the [Post-Secondary Learning Act, S.A. 2003, c. P-19.5](#)



If the collection is for the purposes of law enforcement;

If the collection relates directly to and is necessary for an operating program or activity of the University; or

If the personal information is collected directly from the individual the personal information is about unless another method of collection is authorized by that individual, another Act, or a regulation under another Act, or by Alberta's Information and Privacy Commissioner under section 53(1)(h) of the [FOIP Act](#).

### 3. Use

The University will use personal information only:

For the purpose for which the information was collected or compiled

For a use consistent with that purpose

With the written consent of the individual

For a purpose for which that information may be disclosed to the University under sections 40, 41 or 42 of the [FOIP Act](#).

### 4. Disclosure

The University will only disclose personal information as provided for under sections 40, 41, 42, or 43 of the [FOIP Act](#).

### 5. Accuracy

The University will make every reasonable effort to ensure that the personal information it uses when making a decision that directly affects an individual is accurate and complete.

### 6. Correction

An individual has a right, subject to very narrow exceptions in the FOIP Act, to request correction to their personal information. The University must either make the correction or make note of the request and notify the individual of the action taken by the University. The University must also notify any other body or third party to whom the personal information has been disclosed in the year prior to the correction or notation.

### 7. Security

The University will protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, or destruction.



8. All employees collecting, using, disclosing and maintaining personal information will familiarize themselves with the [FOIP Act](#).
9. The University will provide guidelines, policies, and procedures for employees of the University to follow.
10. The University will make available guidelines, policies, and procedures that its employees should follow when collecting, using, disclosing and maintaining personal information.

### **Applicable Legislation and Regulations**

[Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25](#)  
[Post-Secondary Learning Act, S.A. 2003, c. P-19.5](#)

### **Related References, Policies, Procedures and Forms**

[Student Confidentiality Policy: Office of the Registrar](#)  
[Athabasca University Archives Policy](#)  
[Athabasca University Human Resources Policies and Procedures](#)  
[Access to Information Policy](#)  
[Records Management Policy](#)

### **Other Related Sources:**

[AUFA Terms and Conditions](#) [AUPE Terms and Conditions](#) [CUPE Terms and Conditions](#)

### **History**

Athabasca University Governing Council, June 10, 2011 Motion # 173-12 (Revised)  
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