

Office of the University Registrar Policy on Storage of Personal Information

Staff in the Office of the University Registrar who save files containing **personal information** are required to do so on the OUR's main drives located on a secure server. Normally, OUR staff will not save such documents on the hard drives of laptops, USB keys, or similar devices. Laptop computers are equipped with a remote desktop program that allows access to the secure server from outside the office. If a mobile device must be used to transport any file containing personal information, the information must be encrypted and the device must be password protected. In addition, when sharing documents containing personal information with others in the OUR, staff should use hyperlinks directing recipients to the server. The practice of attaching files to emails should be avoided by the sender, and actively discouraged by the receiver of the email.

What is personal information?

The Freedom of Information and Protection of Privacy Act (FIPPA) outlines what is considered as personal information under the law. It defines personal information as *recorded information about an identifiable individual*. Recorded information could be a letter, an email, a note in a file folder, a Post-It, data in a spreadsheet, etc.

Personal information includes the following:

- 1) Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation, or marital/family status of the individual.
- 2) Information relating to the education or the medical, psychiatric, psychological, criminal, or employment history of the individual or information relating to financial transactions in which the individual has been involved.
- 3) Any identifying number, symbol, or other particular assigned to the individual.
- 4) The address, telephone number, fingerprints or blood type of the individual.
- 5) The personal opinions or views of the individual except where they relate to another individual.
- 6) Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence.
- 7) The views or opinions of another individual about the individual.
- 8) The individual's name where it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.