Freedom of Information & Protection of Privacy

at Mount Royal University

MOUNT ROYAL UNIVERSITY 1910

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Freedom of Information and Protection of Privacy Act

The **FOIP** Act governs all provincial departments, agencies and public bodies, including:

- Local school boards
- Universities, public colleges and technical institutions
- Local governments (i.e., counties, cities, towns, villages, municipalities)

What is a record?

Information captured in any format and media

- a document
- hand-written note
- a draft document
- books
- vouchers
- drawings
- Post-it notes
- letters
- papers
- email
- calendars
- maps
- photographs
- voice mail
- electronic information *(e.g., databases)*

Some Exceptions to disclosure

(mandatory):

- When disclosure could reasonably be expected to be harmful to business interests of a third party.
- When disclosure would be an unreasonable invasion of a third party's (another individual's) personal privacy.

The following exceptions to disclosure are at the discretion of Mount Royal University

- When the disclosure would be harmful to: law enforcement, individual or public safety, intergovernmental relations, the economic or other interests of a public body, or the conservation of heritage sites.
- Confidential or privileged information, including confidential evaluations.
- Advice from officials.
- Testing procedures, tests and audits.
- Information that is or will be available to the public.

Freedom of Information

Under the **FOIP** Act, individuals can request access to records held by the University including personal information about yourself (subject to certain exceptions) (see "*Exceptions to disclosure*" in this brochure).

Access-to-Information requests can be made to your department FOIP advisor (see "*Contacts*" in this brochure). Official access requests can also be made to the Information Management / Privacy Office at the University.

Protection of Privacy

Personal information relating to an individual cannot be collected by the University unless it is authorized by an Act or Regulation, relates to law enforcement, or is necessary for a mandated program or activity.

The information collected cannot be used for unrelated purposes without the consent of the individual.

Under the Protection of Privacy aspect of **FOIP** the University must...

- Collect personal information directly from the individual involved.
- Provide a FOIP Notice prior to collection outlining the purpose, etc.
- Collect/Use/Disclosre only the personal information directly required or necessary (demonstrable need) for the activity.
- Use and store personal information in a manner that protects the individual's privacy.
- Control the disclosure of personal information.
- Dispose of personal information in a secure and appropriate manner.
- Allow individuals the right to access and request corrections to their personal information.

What is Personal Information?

Any recorded information about an identifiable individual

- Name
- Home or business address or phone number
- Race, color, religion, national or ethnic origin
- Political beliefs or associations
- Age or gender
- Marital or family status
- Identifying numbers
- Fingerprints or blood type
- Health and health care history
- Education, financial, employment or criminal records
- Opinions about the individual
- Individual's personal opinions

How is personal information collected at Mount Royal University?

Whether you are a student or an employee of the university, the person collecting the information must inform you of the purpose for collecting the personal information, and the legal authority under which the information is being collected.

You may access your own personal information upon request. You may also request that your personal information be corrected, if the personal information is not accurate.

If the university needs to disclose your personal information to a third party, it must first obtain your written consent.

How is personal information kept secure at Mount Royal University?

Personal information should be securely stored under lock and key. The university employees should use their discretion when sharing computer passwords. Additionally, encrypt f flashdrives or refrain from storing sensitive data on portable devices.

Access to Information

The university has 30 calendar days to respond to an official request.

Information access fees are set by the Government of Alberta:

Your own personal information -
No charge, unless copying costs exceed $10.

General, non-personal information -

$25 non-refundable fee, plus 100% of processing costs if those costs exceed $150.

Continuing requests *(same request at different time intervals)*

$50 initial fee, plus 100% of processing costs if those costs exceed $150. Additional costs must be paid for on a per-delivery basis.

TAKE NOTE

Contractors

Records relating to all business transactions with the university and under the control of the university are subject to the access and privacy provisions of the **FOIP** Act Information in proposals or contracts may be disclosed to third parties upon request. However, **FOIP** protects you from disclosures that would harm your business interests or invade your personal privacy.

If the university considers that there is no risk of harm by the disclosure of information, you will receive notification of the release of any of your records. In the alternative, you will receive copies of the requested record and your views solicited regarding the disclosure of the information.

As a contractor, if your responsibilities include collecting personal information on behalf of the university, you are required to follow the same procedures as the university. You must take reasonable security precautions to protect personal records and ensure that they are accessible for at least one year.

CONTACTS

Each faculty and department at Mount Royal University has its own FOIP Advisor
*(see the **FOIP** website **mtroyal.ca/foip** for a list of the FOIP Advisors).*

Information Management / Privacy Office
Telephone: 403.440.7288
Email: foip@mtroyal.ca
Website (External): www.mtroyal.ca/foip
For Employee FOIP (Internal) Toolkit on MyMRU (Online Resources and Training Slides):
Click on Employee Tab > Under Legal Services (Click FOIP)

Government of Alberta (Service Alberta - FOIP Helpdesk)
Telephone: 780.422.2657
Email: sa.accessandprivacy@gov.ab.ca
Website:www.servicealberta.ca/foip

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