

	Office of the President
<b>Responsibility:</b>	University Secretary and Senior Director Legal Services (Privacy Officer)
<b>Revision Date(s):</b>	Not applicable
<b>Supersedes:</b>	Not applicable
<b>Next Required Review:</b>	Three years after the effective date, and every three years thereafter.

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## **1 Preamble**

### **1.1 Freedom of Information**

The University is required to adhere to the requirements of the Nova Scotia Freedom of Information and Protection of Privacy Act (the Act) and adopts this Policy to govern the fulfilment of that obligation.

### **1.2 Protection of Privacy**

In order to fulfil its mandate, the University needs to collect, create and maintain Personal Information about students, faculty, staff, alumni, retirees and other individuals. The University will take reasonable and prudent measures to protect and maintain the privacy of any Personal Information in its possession or under its control.

## **2 Purpose**

- 2.1** The purpose of this Policy is to ensure that the University complies with its obligations under the Act to provide appropriate public access to information and to protect the privacy of Personal Information that is in the possession or under the control of the University.

## **3 Jurisdiction/Scope**

- 3.1** This Policy applies to all Members of the University Community with access to information maintained by or in the custody of the University. This Policy applies to information recorded in any format.

## **4 Definitions**

- 4.1** “**Act**” means the Nova Scotia Freedom of Information and Protection of Privacy Act, as amended from time to



## **5.2 Protection of Privacy**

- 5.2.1 The University shall not collect Personal Information unless:
  - a. the collection of that information is expressly authorized by the individual subject of the Personal Information or expressly authorized by law;
  - b. the information is collected for the purpose of law enforcement; or
  - c. the information relates directly to and is necessary for an operating program or activity of the University.
- 5.2.2 Members of the University Community responsible for collecting Personal Information will be able to provide the reason(s) that the collection of such information is necessary.
- 5.2.3 Personal Information about an individual will be collected directly from that individual unless circumstances require that it be obtained from another source.

## **5.3 Protection of Personal Information**

- 5.3.1 The University and its Members will take reasonable and prudent measures to protect Personal Information from unauthorized collection, access, use, disclosure or destruction.
- 5.3.2 Authorized Employees will access Personal Information only for the purposes outlined in section 5.4 and 5.5 of this Policy.
- 5.3.3 Personal information will be stored in a manner that limits access to Authorized Employees only. This will include:
  - a. Storing Personal Information in locations which are not generally accessible to all employees and/or the general public;
  - b. Securing the rooms and/or filing cabinets containing Personal Information during those times that an Authorized Employee or staff member is not present; and
  - c. Restricting access to Personal Information that is stored in an electronic format to Authorized Employees by requiring entry access authentication for the user.

## **5.4 Use of Personal Information**

- 5.4.1 The University may use Personal Information only:
  - a. For the purpose(s) for which that information was obtained or compiled, or for a use compatible with that purpose;
  - b. If the individual the information is about has identified the information and has consented, in the prescribed manner, to the use; or
  - c. for a purpose permitted, authorized or required by the Act.

## **5.5 Disclosure of Personal Information**

- 5.5.1 The University will disclose Personal Information to Third Parties or allow it to be made public only:
  - a. For the purpose(s) for which it was obtained or compiled, or for a use compatible with that purpose;
  - b. For a purpose permitted, authorized, or required by the Act;
  - c. For a purpose which is expressly authorized or required by an enactment of the Government of Canada or the Province of Nova Scotia; or
  - d. For any other purpose provided that the explicit consent for the disclosure has been provided by the individual to whom the Personal Information relates, or by someone duly authorized to provide such consent on behalf of that individual.



