

Freedom of Information and Protection of Privacy Act (FIPPA)

FIPPA OVERVIEW

FIPPA is provincial legislation composed of two principles of equal weight:

- **Transparency:** Access to information is an essential value. FIPPA gives individuals the right to request access to government-held information, including general records and records containing an individual's own personal information. There are mandatory and discretionary exemptions to the right of access, details of which can be found in the Act.
- **Privacy:** Personal information and privacy must be protected, and doing so is integral to the dignity and integrity of the individual. FIPPA requires that the government protect the privacy of an individual's personal information that exists in government records.

RECORDS

FIPPA covers any record of information, however recorded, held in the custody or under the control of Nipissing University. These records can be in printed form, on film, electronic or otherwise. Some examples include the following: correspondence; memos; diagrams; photographs; post-it notes; sound recordings; videos; email; agendas; address books; etc.

PERSONAL INFORMATION

Personal information means recorded information about an identifiable individual including an individual's home address, home telephone number, age, gender, religion, etc. It also includes an individual's name where it appears in combination with other personal information. For students, it includes student number and educational history, including grades and the student's Nipissing email address. It also includes information such as race and health issues as well as evaluative opinions about the individual. Further information can be found in Section 2 of the Act (Definitions).

NOTICE OF COLLECTION

Individuals must be informed about the collection and use of personal information. General uses of student information are outlined in the Policy on Student Records located [here](#).

"NEED TO KNOW" sharing of personal information

FIPPA allows sharing of personal information where disclosure is made:

- a) to an officer, employee, consultant or agent of Nipissing University;
- b) who needs the record;
- c) in the performance of their duties; and
- d) where the disclosure is necessary and proper in the discharge of the University's functions.

PRIVACY BREACH

A privacy breach occurs when there is an unauthorized disclosure of personal information. If there is a suspected or actual breach of personal information:

- 1) Notify [Information & Privacy Officer](#) immediately
- 2) Advise Chair/Supervisor/Manager