



Privacy Statement

Renison University College has adopted in principal the extensive Privacy Policy of the University of Waterloo as outlined in their **Policy 8 – Information Security**, found in its entirety at <http://www.adm.uwaterloo.ca/infosec/Policies/policy8.html>, and their **Policy 12 – Record Management**, found in its entirety at <http://www.secretariat.uwaterloo.ca/Policies/policy12.htm>

These policies follow the laws of the Government of Ontario's **Freedom of Information and Protection of Privacy Act**, located at: http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90f31_e.htm#BK13

Highly restricted information

Highly Restricted information is comprised of:

- Social Insurance Numbers
- Bank Account Numbers
- Credit Card Numbers
- Driver's License Numbers
- Health Insurance Identification Numbers
- Information considered itself to be *controlled technology* as regulated by Controlled Goods Regulations, and *technical data* as defined by Technical Data Control Regulations under the authority of the Defense Production Act.
- Information related to Public Works and Government Services Canada contracts or other contracts governed by regulations of the Canadian and International Security Directorate

Renison University College does not retain the Social Insurance Numbers, Bank Account numbers, Driver's License Numbers or Health Insurance Identification Numbers of any faculty, staff, or student.

Renison University College does accept credit card numbers for manual processing of non-credit tuition payments, donations, and the purchase of special event tickets. **Once processed, the credit card information is not retained in any format.**

Restricted information

Restricted information includes the following not explicitly classified as Highly Restricted:

- Personal Information as defined by the Freedom of Information and Protection of Privacy Act (FIPPA)
- Personal Health Information as defined by the Personal Health Information Protection Act (PHIPA)
- Any information covered by a non-disclosure agreement
- Passwords and private encryption keys

Renison University College will not publish or release any restricted information, specifically the home phone number or address of any faculty or staff member, or the residence phone number of any resident student unless written permission is obtained by the individual.

Confidential information

Confidential information includes, but is not limited to:

- Information supplied in confidence
- Commercially sensitive information including related financial transactions

Confidential information (including Highly Restricted and Restricted information) may be found in forms such as:

- Examinations
- Correspondence in the form of electronic mail, electronic real-time communications, and hard copy communications
- Employment applications
- Records of closed meetings
- Records subject to solicitor-client privilege
- Research proposals
- Institutional plans, policies, and projects while in development
- Employment files of regular faculty members as provided in Policy 75 (Official Employment Files of Regular Faculty Members)
- Employment files of regular staff members as provided in Appendix C of Policy 18 (Staff Employment)

As per the University of Waterloo's Guidelines for Confidential records, located at http://www.uwaterloo.ca/privacy/Guidelines/confidential_information.html, confidential records should be subject to reasonable security measures to keep them from inappropriate disclosure.

Confidential paper records, for example, are to be:

- stored in secure cabinets (locked when not in use, not in a public area, with limited access to staff and faculty),
- provided with a file/record cover when out of the secure cabinet,
- returned to the secure cabinet if the employee is called away while working on a record, and
- accessed by staff and faculty only on a "need to know" basis.

Confidential electronic records, for example, are to be:

- protected by the use of passwords and other appropriate methods to restrict access to computers and computer networks, and
- protected by secure disposal practices (with special care taken before a computer is used by another person or deemed surplus equipment).

Renison University College will not release any confidential information of any faculty or staff unless written permission is obtained by the individual.

Renison University College will retain certain confidential student academic information but will not release it without specific written permission by the individual student. Confidential student academic information no longer considered relevant is destroyed in accordance with the University of Waterloo's Confidential Shredding procedures, found at:

<http://www.adm.uwaterloo.ca/infostor/Confidential%20Shredding%20procedures%202008.htm>

Public information

Public information includes, but is not limited to:

- University policies
- Job postings and job descriptions
- Campus directories
- University calendars
- The university's public website

If you have any concerns, or require more information, please contact:

**Barbara J. Checketts, Executive Officer
Renison University College**