

## Requirements for the collection of personal information:

1. Collect only the personal information you need to perform your duties
2. Inform people about the collection and what you need to do with their personal information
3. Use personal information only for the purpose(s) for which it was collected, or for a consistent purpose
4. Disclose personal information only to the individual to whom it relates (except in limited circumstances as specified in FIPPA).

Seneca must provide notice of collection to the individual, and in some cases obtain consent. If you have any concerns regarding the collection, use and/or disclosure of personal information, consult the Seneca Privacy Office.

For more information about Seneca's Privacy Policy, please visit [senecacollege.ca/privacy](https://senecacollege.ca/privacy)



# The Seneca Privacy Office

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Understanding the *Freedom of Information and Protection of Privacy Act* (FIPPA) and protecting the privacy of Seneca's students and employees.

## CONTACT US

If you have any questions or concerns related to privacy, please consult the Seneca Privacy Office.

### The Seneca Privacy Office

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Markham, ON L3R 5Y1

416.491.5050 ext. 77846

[privacyoffice@senecacollege.ca](mailto:privacyoffice@senecacollege.ca)

**Seneca**

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## What does the Seneca Privacy Office do?

The Seneca Privacy Office is responsible for Seneca's compliance under the *Freedom of Information and Protection of Privacy Act* (FIPPA), exercising discretion in how to handle sensitive information collected by Seneca, based on knowledge and understanding of FIPPA and reviewing of the precedent decisions of the Information and Privacy Commissioner of Ontario.

### Duties of the Seneca Privacy Office include:

- Responding to Freedom of Information (FOI) requests and concerns about privacy breaches from students and employees
- Developing guidelines, policies and procedures relating to *Freedom of Information and Protection of Privacy Act* (FIPPA), specifically Seneca's Privacy Policy
- Providing advice and assisting Seneca students and employees with questions about privacy protection
- Approving and retaining all "Authorization for Disposal of Personal Information" forms
- Annual reporting of statistics related to the Seneca Privacy Office's activity to the Information and Privacy Commissioner of Ontario.



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## What is FIPPA?

The *Freedom of Information and Protection of Privacy Act* (FIPPA) is the provincial legislation that governs how Seneca and various public sector institutions and agencies handle personal information.

FIPPA authorizes Seneca to use personal information as required for the purpose of its core business activities and work placements. All employees are obligated to adhere to FIPPA and Seneca's Privacy Policy.

Did you know? All information recorded is subject to disclosure under FIPPA. Always keep personal records separate from Seneca records.

Personal information collected by one Seneca department can be shared with other departments only if it's needed for business purposes.

For example: The Registrar's Office can share student grade information with Student Awards for the purpose of determining award eligibility.

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## What is a Privacy Breach?

A privacy breach involves improper or unauthorized collection, use, disclosure, retention or disposal of personal information.

A breach may occur within an institution or off-site and may be the result of inadvertent errors or malicious actions by employees, third parties or intruders.

If a breach is suspected or confirmed, immediately report it to your supervisor and the Seneca Privacy Office.

Preliminary questions to consider when addressing a privacy breach:

- What was the date of the incident?
- What was the location of the incident?
- When was the incident discovered?
- How was the incident discovered?
- What happened?

**TIP:** If your Seneca computer or account have been compromised, call the Service Desk right away and change your password. If you suspect the personal information of Seneca employees or students has been breached, contact the Seneca Privacy Office immediately.

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## What constitutes personal information?

A student's or employee's personal information can include:

- home address
- home or cell phone
- personal email address
- student number
- OneCard photo
- medical information
- social insurance number
- education and employment history
- grades
- financial information
- any assessments or opinions of a student's work, performance or behavior.