

The Seneca Privacy Office

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

What does the Seneca Privacy Office do?

The Privacy Office is responsible for providing advice and direction to ensure Seneca's compliance under the Freedom of Information and Protection of Privacy Act (FIPPA) and other applicable privacy legislation.

Duties of the Seneca Privacy Office include:

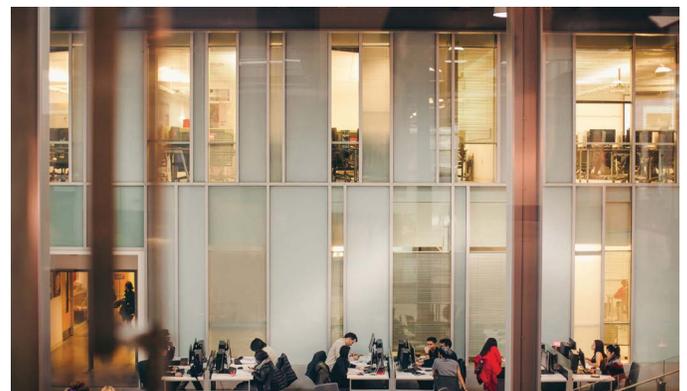
- Responding to Freedom of Information (FOI) requests and concerns about privacy breaches from students and employees
- Developing guidelines, policies and procedures relating to *Freedom of Information and Protection of Privacy Act* (FIPPA), and Seneca's Privacy Notice
- Providing advice and assisting 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.

What is FIPPA?

Seneca is permitted to collect, use and disclose personal information under the legal authority of the Ontario Colleges of Applied Arts and Technology Act (OCAAT), but must do so in adherence to the *Freedom of Information and Protection of Privacy Act* (FIPPA).

FIPPA authorizes Seneca's use of personal information required for the purpose of its legitimate business activities. All employees are required to follow FIPPA and Seneca's Privacy Notice and policies. FIPPA has three key purposes:

- Provide the public a right of access to Seneca's records, subject to limited exceptions
- Provide individuals with a right of access to their own personal information held by Seneca
- Protect the privacy of personal information about individuals held by Seneca.



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 students, 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 immediately at 416.764.0411 and change your password. If you suspect the personal information of Seneca students or employees has been breached, contact the Seneca Privacy Office at 416.764.0400.

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 individual's work, performance or behavior.

Requirements for the collection, use and disclosure 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, visit senecapolytechnic.ca/privacy.html



CONTACT US

If you have any questions or concerns related to privacy, please consult:

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416.764.0400

privacyoffice@senecapolytechnic.ca

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