

 University College of the North Policies & Procedures Manual	# Pages: Page 1 of 5	Procedure Number: AD-01-01
	Approved by: President's Council	
Section: ADMINISTRATION- General	Effective Date: May 10, 2021	
Title: PRIVACY POLICY	Replaces: HR-01-05 (October 5, 2020)	

POLICY STATEMENT

The University College of the North (UCN) is committed to safeguarding the personal information entrusted to us by our students and employees.

Personal information will be managed in accordance with Manitoba's Freedom of Information and Protection of Privacy Act (FIPPA), the Personal Health Information Act (PHIA) and the Personal Information Protection and Electronic Documents Act (PIPEDA).

DEFINITIONS:

"Authorized Person" means: a University employee, contractor, volunteer, student, or other persons who may Collect, access, Use, or Disclose PI or PHI in the course of their association with the University only to the extent that they need to know the information to carry out a) the purpose for which the information was Collected or received, b) a purpose authorized under FIPPA or PHIA or c) a Use or Disclosure of that information authorized by the consent of the individual the PI or PHI is about.

"Collect," "Collected," "Collecting," or "Collection" means: the assembly or accumulation of PI or PHI.

"Disclosing" or "Disclosure" means: sharing of PI or PHI with third parties outside of UCN.

"FIPPA" means: The Freedom of Information and Protection of Privacy Act C.C.S.M. c. F175 as amended from time to time.

"Personal Information" – ie. PI, means: Recorded Information about an identifiable individual, including:

- the individual's name, home address, or home telephone, facsimile, or email,
- the individual's age, sex, sexual orientation, marital or family status,
- the individual's ancestry, race, colour, nationality, or national or ethnic origin,
- the individual's religion or creed, or religious belief, association or activity,
- personal health information about the individual,
- the individual's blood type, fingerprints, or other hereditary characteristics,
- the individual's political belief, association, or activity,
- the individual's education, employment or occupation, or educational, employment, or occupational history,
- the individual's source of income or financial circumstances, activities, or history,
- the individual's criminal history, including regulatory offences,

- the individual's own personal views or opinions, except if they are about another person,
- the views or opinions expressed about the individual by another person, and
- an identifying number, symbol or other particular assigned to the individual

“Personal Health Information (‘PHI’)” means: Recorded Information about an identifiable individual that relates to:

- the individual's health, or Health Care history, including genetic information about the individual,
- the provision of Health Care to the individual,
- payment for Health Care provided to the individual, and includes • the personal health identification number and any other identifying number, symbol, or particular assigned to an individual, and • any identifying information about the individual that is collected in the course of, and is incidental to, the provision of Health Care or payment for Health Care.

“PHIA” means: The Personal Health Information Act C.C.S.M. c. P33.5 as amended from time to time.

“Record” or “Recorded Information” means: a record of information in any form, and includes information that is written, photographed, recorded or stored in any manner, on any storage medium or by any means, including by graphic, electronic or mechanical means, but does not include electronic software or any mechanism that procedures records.

“Use,” “Used,” or “Using” means: the accessing, being exposed to, viewing, dealing with or otherwise employing PI or PHI while employed for UCN.

APPLICATION OF POLICY

This policy applies to UCN employees and to anyone else providing services on behalf of UCN.

COLLECTION OF PERSONAL INFORMATION

1. UCN will collect only that personal information on students and employees that is required to fulfill its mandate.
2. UCN collects information on students through the application and registration process. Personal information will include, but not be limited to, social insurance number, date of birth, contact information (mailing/street address, telephone/cell numbers, email address), educational history, sponsorship details, citizenship, disability, cultural status, etc. Additional personal information may be gathered by student services or other departments on campus.
3. UCN collects information on employees from the application for employment and resume, and through discussion with the individual. Personal information will include, but not be limited to, employment information, social insurance number, date of birth, contact information (mailing/street address, telephone/cell numbers, etc.), dependent information, beneficiary information and marital status.

4. UCN normally collects personal information directly from students and employees, but may collect personal information from other persons with client consent or as authorized by law.
5. UCN will inform students and employees, before or at the time of collecting personal information, of the purposes for which the information is collected. The only time this notification would not be provided is when the information has been volunteered for an obvious purpose or prior consent has been provided.

CONSENT

1. UCN will ensure consent to collect, use or disclose client personal information is obtained, except in specific circumstances where collection, use or disclosure without consent is authorized by law.
2. UCN may assume consent in cases where information has been volunteered for an obvious purpose. In cases where personal information was collected before May 1998, UCN assumes consent to use and, where applicable, disclosure for the purpose for which the information was collected.
3. UCN may not be able to provide certain services if the individual is unwilling to provide express consent to the collection, use or disclosure of certain personal information.
4. Where express consent is needed, UCN will normally ask students and staff to provide their consent orally (in personal or by telephone), in writing (by signing a consent form or by checking a box on a form), or electronically (by clicking a button).
5. Consent may be withdrawn at any time, unless the personal information is necessary for UCN to fulfill its legal obligations. UCN will inform the individual if withdrawal of consent affects UCN's ability to provide services.
6. UCN may collect, use or disclose personal information without consent only as authorized by law. For example, consent is not required when the collection, use or disclosure is reasonable for an investigation or legal proceeding, to collect a debt owed to UCN, in an emergency that threatens life, health or safety, or when the personal information is publicly available (i.e. from a public telephone directory).

USE AND DISCLOSURE OF PERSONAL INFORMATION

1. UCN uses and discloses personal information only for the purposes for which the information was collected, except as authorized by law or with the written consent of the person who the information relates to.
2. Should UCN wish to use or disclose personal information for any new purpose, UCN will obtain consent from the individual to disclose the information for that purpose.

SAFEGUARDING PERSONAL INFORMATION

1. UCN will make every reasonable effort to ensure that client information is accurate and complete. UCN relies on students and employees for notification of changes to their personal information that may affect their relationship with UCN. Requests for correction of personal information must be provided in written form.
2. UCN will protect personal information in a manner appropriate for the sensitivity of the information and will make every reasonable effort to prevent any loss, misuse, disclosure, or modification of personal information, as well as any unauthorized access to personal information.
3. UCN will use appropriate security measures when destroying client personal information, including shredding paper records and permanently deleting electronic records.
4. UCN will retain personal information only as long as is reasonable to fulfill the purposes for which the information was collected or for legal or business purposes.

ACCESS

1. Students and employees have the right, subject to some exceptions, to access their own personal information in a record that is in UCN's custody or under UCN's control.
2. Under FIPPA, organizations are required to refuse access to information that would reveal personal information about another individual.
3. Organizations are authorized under the Act to refuse access to personal information if disclosure would reveal confidential business information.
4. If access is refused in whole or in part, UCN will provide the reasons for the refusal. In some cases where exceptions to access apply, UCN may withhold that information and provide the remainder of the record.
5. Students and employees of UCN may request access to personal information by writing to the Access and Privacy Officer for UCN (see Contact Information) and providing sufficient information to allow accurate identification of the requested information.
6. Under Article 51 of UCN's collective agreement with MGEU, employees have the ability to consult their personnel file. For more information, please refer to the article in question.
7. Students and employees of UCN may request information about the use of personal information managed by UCN and any disclosure of that information to persons outside the organization.
8. Students and employees of UCN may request in writing the correction of an error or omission in their personal information. UCN will respond to the request within 30 calendar days, unless an extension is granted.

CONTACT INFORMATION

Official FIPPA requests, questions and complaints regarding the collection, use, or disclosure of personal information by UCN, requests for access to personal information should be sent to:

Access and Privacy Officer
University College of the North
P.O.Box 3000
The Pas, MB R9A 1M7
Telephone: (204) 627-8500 Toll free: 1-800-627-8500
Website: www.ucn.ca

If the student or employee is not satisfied with the response received or the actions taken, they may contact the:

Manitoba Ombudsman
750 – 500 Portage Avenue
Winnipeg, MB R3C 3X1
Telephone: (204) 982-9130
Toll free: 1-800-665-0531
Fax: (204) 942-7803
Website: <http://www.ombudsman.mb.ca/access.htm>