

Operational Requirements For Unit or Faculty To Ensure FOIP Compliance In Implementing an Initiative Involving Personal Information

1. **Notification** - ensure that on documents or web pages on which individuals enter any personal information, there is a FOIP Notification Statement. For information about FOIP Notification Statements, and for the form of statement to use, please go to this link on the Information and Privacy Office (“IPO”) website:

<http://www.ipo.ualberta.ca/FOIPP-Act/Guidelines/FOIPP-Notification-Statement.aspx>

The notification statement should tell individuals how the University will use their information; it should also tell them who the University may disclose their personal information to, and why (e.g. “Your personal information may be disclosed to potential employers for the purposes of the recruitment process.”)

2. **Use** - Please note that you can generally only use the personal information you have collected for the purpose for which you told people you would be using it in the notification statement. More information about this requirement, and some of the more common exceptions to the requirement, can be found at:

<http://www.ipo.ualberta.ca/FOIPP-Act/Guidelines/Use-of-Personal-Information.aspx>

Please keep these requirements in mind if you are using previously collected personal information in a new initiative. Please also keep them in mind as you consider how you will want to use personal information you plan to collect in the future, and you develop the FOIP notification statement described in paragraph 1.

2. **CASL**

If you may be using the information you collect to send messages which might be considered a “commercial electronic message”, then you will need the individuals to give a consent that is compliant with Canada’s Anti-Spam Legislation before you can send the message. The easiest way to get this consent is at the point when you are collecting the personal information. For more information, please see:

<https://www.ualberta.ca/university-relations/internal-relations/canadian-anti-spam-legislation-guide>

3. **Minimal collection** – Remember to only collect the minimal amount of information necessary - don’t collect personal information that you don’t need.

4. **Limiting Access** - Ensure that you limit access to the personal information in the system to only the individuals within your unit who need to know the information in order to do their job. Please consider whether the software you are using contains role-based access control. If so, please use it to help you do this.

5. **Limit Disclosure of Personal Information** – personal information can only be disclosed if:

- a. the disclosure is for the purpose for which the information was collected, or for a use consistent with that purpose, or
- b. the disclosure meets the requirements set out at:

<http://www.ipo.ualberta.ca/FOIPP-Act/Guidelines/Disclosure-of-Personal-Information.aspx>

Disclosure of personal information must be limited to the minimum amount necessary in order to achieve the purpose.

6. **Retention of Personal Information**

Please also note that under FOIP, personal information that is used to make a decision about an individual must be kept for at least one year after it is used, unless the individual consents to a shorter period of time.

7. **Destruction / Deletion of Personal Information** - Personal information should be deleted when it is no longer needed. Some personal information may be needed for less time than other types of personal information. You should have a process in place to ensure (as much as is reasonably possible) that the different types of personal information are deleted or destroyed when they are no longer needed. This is an important safeguard, because if there is a security breach, you can't lose information that you no longer have!

8. **Accuracy and Correction** - If an individual's personal information is used by a public body to make a decision that directly affects the individual, the public body must make every reasonable effort to ensure that the information is accurate and complete. If it comes to your attention that some personal information about an individual is incorrect, FOIP requires that you correct the information.

If you have questions or concerns, please contact the IPO at:

Phone: (780) 492-9419

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