



# **Policy Statement on Privacy and Protection of Information**

**Effective Date:**      October 30, 2018





**Operational Direction**

Nothing in this policy should prevent an employee from requesting clarification from their Data Steward or the Privacy Officer, as designated by the University, per the *Data Steward Matrix on Information*, particularly if there is a circumstance regarding disclosure of information to a third party.

**Changes to Our Privacy Policy**

St. Thomas University may change this Policy Statement from time to time to reflect changes in practices or in the applicable law. Where such changes are material in nature, St. Thomas University will provide additional notice such as adding a statement to our website.

**Questions**

Questions on privacy may be directed to the Privacy Officer, Jeffrey Carleton, Associate Vice-President, at [privacyofficer@stu.ca](mailto:privacyofficer@stu.ca).

**Appendix I**

**Reference Definitions from Part 1 of the *Right to Information and Protection of Privacy Act***

public body and one or more other public bodies or one or more non-public bodies

and any faculties, schools or institutes

for the public body

in the circumstances could be utilized, either alone or with other information, to identify an individual

means information contained in a record

requirements regarding the collection, use, disclosure, retention, correction or disposal of personal information, including any requirements prescribed by regulation, and (b) the administrative, technical and physical safeguards and practices that the public body maintains with respect to the information, including any requirements prescribed by regulation

(edited list) recorded information about an identifiable individual:

- <
  - <
  - <
  - < i
  - <
  - < personal health information about the individual
  - < informatio
  - <
  - < occupational history
  - <
  - < i
  - <
  - < the views or opinions expressed about the individual by another person
  - < an identifying number, symbol or other particular assigned to the individual
- ital status or family status
- or
- urce of income or financial circumstances, activities or history

information in the custody of or under the control of a public body

employment, business or professional opportunities, financial loss, identity theft, negative effects on a credit record and damage to or loss of property

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 produces records

or the public body

