What does Access to Information and Protection of Privacy Mean to Me (as an Employee)?

The University of Regina (the “University”) is a local authority governed by The Local Authority Freedom of Information and Protection of Privacy Act (the “Act”) and the regulations thereto (the “Regulations”).

As an employee of the University, you are obligated to protect the personal information collected by the University from and relating to its faculty, staff, students and others.

What is considered personal information?

Personal information is information about an identifiable individual. Examples include (but are not limited to) information related to race, creed, religion, colour, sex, sexual orientation, family or marital status, disability, age, nationality, education, employment, health, identifying number, home or business address, etc.

The Act applies to such personal information and prescribes the duties of the University and its employees with respect to the collection, use, access, disclosure, retention and destruction / archival of personal information.

What is not considered personal information?

Under Part IV of the Act, the following is deemed not to be personal information: classification, salary, or benefits of an officer or employee of a local authority; personal opinions or views of an employee given in the course of employment; financial or other details of a contract for personal services; details of discretionary benefits of a financial nature; travel expenses; the academic ranks or departmental designations of members of faculty; and the degrees, certificates or diplomas received from the University.

Can we use and disclose personal information?

As an employee of the University, if you require personal information to perform your role or provide services to an individual you may collect, access, use, retain and disclose personal information in accordance with the Act. However, you cannot collect, access, use, retain or disclose personal information for personal or unauthorized uses.

What happens if there is breach in privacy?

See Appendix II to the Freedom of Information and Protection of Privacy policy – Privacy Breach Protocol

What every University of Regina employee should do to protect personal information

- Lock filing cabinets containing files that include personal information.
- Ensure your passwords are “strong” (use the University’s web password assessment tool), and are changed frequently.
- Do not share your password or other system credentials.
- Put a password protected screen saver on your computer monitor so if you walk away you need to enter your password to use your computer and no one can access your system in your absence.
• Use encrypted flash drives if you need to store information for off-site use. These flash drives require a password in order to access the information.
• If you carry a University of Regina smart phone, laptop or tablet, make sure it also has a password protected login. Do not permit friends or family members to use these devices (as they contain confidential University information and personal information).
• Ensure when sending a fax that you have the right number or with an email that you have the correct email address and verify that you are sending the correct attachment. Be careful of “reply to all” functions.
• Records containing personal information should not be discarded or recycled – they should be confidentially shredded. Hard drives or devices containing personal information must be professional “wiped”.
• Do not install programs or software on University computers or devices, and do not disable installed programs or software, without the permission of Information Services.
• Take Information Services’ online security awareness training.
• Add a privacy disclaimer at the bottom of your e-mail. Here is an example for your use:

  This e-mail message is privileged and/or confidential and is only for the intended recipient(s). If you have received this message in error, please advise the sender by return e-mail immediately, and permanently delete this message.

If you have any concerns about Access to Information and Protection of Privacy on campus, please contact the Head, Access to Information and Protection of Privacy:

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