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

Can I use and disclose personal information?

As an employee of the University, if you require personal information of students, faculty, staff or others 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, “snooping” is not allowed - you cannot collect, access, use, retain or disclose personal information out of curiosity or for unauthorized or unnecessary reasons.

What student information can I share with others?

The personal information of students should only be shared with relevant students themselves (as in the case of student grades) and those that need it to do their jobs at the University. Even then, only the minimum amount of information necessary for an authorized purpose should be shared with those that need to know.

The personal information of students should **not be shared outside of the University** (including with parents, family members or friends), except in the rare case where the student has provided authorization for such access. If a student indicates that such permission has been provided, please contact the Registrar’s Office to confirm.

What should I do to protect personal information?

- Lock filing cabinets containing files that include personal information.
- Ensure your passwords are “strong” and changed frequently by using the University’s [Password Guideline](#) assessment tool.
- Do not share your password or other system credentials.
- Take Information Services’ [Information Security Awareness Training](#).
- Put a password protected screen saver on your computer monitor so that no one can access your system in your absence.
- Double check and reconfirm accuracy. i.e.: When assisting a returning student or customer – double check that their email, phone number, and address details are current and correct.
- Records containing personal information should not be discarded or recycled – they should be confidentially shredded. Hard drives or devices containing personal information must be professionally “wiped” by Information Services.
- 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.*
Working and Teaching Remotely – Should I be aware of additional privacy considerations?

- 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.
- Review Recording Zoom Lectures: Privacy Guidelines for Instructors and Teaching Assistants.
- Do not install programs or new software on University computers or devices, and do not disable installed programs or software, without consulting with Information Services first.

What happens if there is a breach of privacy?
If you are aware of a breach of privacy, such as an inadvertent sharing of someone’s personal information by email or other means, you are required to immediately notify the Privacy Head. Please refer to Reporting a Privacy Breach.

Where can I find more information and training related to the Protection of Privacy?

- Visit our webpage: Privacy and Access
- Review the University of Regina’s Freedom of Information and Protection of Privacy Policy
- Sign up for the University’s privacy workshops when offered
- University of Regina employees are also encouraged to take the Information Security Awareness Training
- Online Access and Privacy Training is also offered by the Office of the Information and Privacy Commissioner of Saskatchewan

If you have any concerns or questions please contact:

<table>
<thead>
<tr>
<th>Patty Niebergall</th>
<th>Glenys Sylvestre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Privacy &amp; Protocol Officer</td>
<td>Head, Access to Information and Protection of Privacy</td>
</tr>
<tr>
<td>Email: <a href="mailto:patty.niebergall@uregina.ca">patty.niebergall@uregina.ca</a></td>
<td>E-mail: <a href="mailto:glenys.sylvestre@uregina.ca">glenys.sylvestre@uregina.ca</a></td>
</tr>
</tbody>
</table>

Last Update: Nov. 25, 2020