1. Seven Privacy Rules

1.1 Collection: the collection of personal information by the University

- Personal information must be collected directly from the person it is about. There are very limited exceptions to this rule.

- A Notice of Collection providing the purpose and legal authority for collecting the personal information (University Act or information relates directly to and is necessary for a University program or activity) must be given.

- Collect only the minimum of personal information needed.

1.2 Accuracy: the University is responsible for ensuring personal information is accurate

- Where personal information is used to make a decision directly affecting a person, the accuracy, completeness and reliability of that information is the responsibility of the University.

1.3 Correction: individuals have the right to request corrections to their personal information

- Where a correction is requested, the University is obliged to make that correction if it is deemed appropriate.

- If no correction is made, the University must annotate the information that a correction was requested.

- If the incorrect personal information was made available to a third party in the past year, the University must notify the third party of the correction or annotation.

- On receiving notice of a correction from a third party, the University must make the same correction or annotation on the information in its records.

1.4 Protection and Storage: the University is responsible for security of the personal information it retains.

- The University must make reasonable physical and procedural security arrangements to ensure authorized collection, use, disclosure and disposal of personal information.
1.5 Use: the access to and use of personal information within the University

- Use personal information only for the purpose for which it was collected or a consistent purpose.

1.6 Disclosure: the release of personal information to any person or organization outside the University

- The circumstances under which personal information may be disclosed are specific and limited.
- Consult with the Information and Privacy Commissioner before disclosing personal information.

1.7 Retention and Disposal: the terms under which personal information is stored and ultimately destroyed

- If personal information is used to make a decision that directly affects a person, the University must retain this information for at least one year from its last use to allow correction if needed.
- The University should only dispose of personal information using an approved disposal authority.
- Refer to the Personal Information Directory for retention periods and ultimate disposal of records that contain personal information.

2. Authority

2.1 This guideline is administered under the authority of the Archives and Records Management Department. Questions about interpretation of the guideline may be directed to the University Archivist. See SFU Archives’ website (http://www.sfu.ca/archives) for contact details.