Code of Fair Information Practices

Seven Privacy Rules

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.

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.

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.

4) **Protection and Storage:** *the University is responsible for the 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.

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.

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.
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

For further explanation or clarification on the application of the *Freedom of Information and privacy Act*, contact the SFU Privacy Officer

[sfu.ca/archives](http://sfu.ca/archives)