Protection of Privacy Collection Notices

Introduction

Pursuant to Section 27(2) of the Freedom of Information and Protection of Privacy Act, collection notices are required on all SFU forms that collect personal information from students, faculty, staff, clients and members of the general public. There are three types of collection notices to be used depending upon the way the personal information is collected and who is collecting it.

The University's authority for collecting student including program applicant personal information is section 27(4)(a). The authority for collecting employee including job applicant personal information is 27(2)(g).

Collection notice templates

1) In cases of direct collection of personal information the sample template is:

The information on this form is collected under the authority of the University Act (R.S.B.C. 1996, c.468), [cite also any applicable administrative policies approved by the University's Board of Governors; other provincial or federal legislation or regulation; binding legal contracts such as collective agreements; etc.]. It is related directly to and needed by the University [describe why (i.e. the purpose) the information is needed]. The information will be used [must describe all uses and be specific]. If you have any questions about the collection and use of this information please contact [Position Title, Business Address, Business Phone Number].

2) In cases of indirect collection of personal information the sample template is:

The information received from [specify source] is collected under the authority of the University Act (R.S.B.C. 1996, c. 468), [cite also any applicable administrative policies approved by the University's Board of Governors; etc.]. It is related directly to and needed by the University [describe why (i.e. the purpose) the information is needed]. The information will be used [must describe all uses and be specific]. If you have any questions about the collection and use of this information please contact [Faculty or Department Position Title, Business Address, Business Phone No.].

Pursuant to Section 27(1)(a)(i) of the Freedom of Information and Protection of Privacy Act, I ______________________ authorize Simon Fraser University to contact the persons or organizations listed below for the purposes of obtaining [specify the information to be collected]. These persons or organizations are authorized to disclose such information. I understand that failure to give my authorization will result in [describe consequences of refusing to authorize the indirect collection].

___________________________________________________________
Signature                                            Date

3) In cases of direct collection of personal information by a contractor for the University the sample template is:

The [name of contractor] is under contract with Simon Fraser University to provide [describe services]. The information on this form is collected for the University under the general authority of the University Act (R.S.B.C. 1996, c. 468), [cite also any applicable administrative policies approved by the University's Board of Governors; etc.]. It is related directly to and needed by the [name of contractor] and the University [describe why (i.e. the purpose) the information is needed]. The information will be used [must describe all uses and be specific]. If you have any questions about the collection and use of this information please contact [Position Title, Business Address, Business Phone Number - should include a University contact and a contractor contact].

Contact information
Please call the Information and Privacy Officer at 778-782-5465 if you have any questions about the appropriate use of collection notices on University forms that collect personal information.