FOI/POP Act Definitions

Records

Includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means. This includes data from a database either printed-out or not and also includes email messages either printed out or not.

Confidential

Means information which is supplied in confidence and intended to be kept secret. The information must be supplied with an expectation that the University will not disclose the information. The intention that confidentiality will be maintained may be explicitly stated within a record. However, it is not sufficient for the University or an individual simply to stamp documents confidential or to assert that information was supplied in confidence. There must be evidence to prove that the information has been treated in a consistently confidential manner. The types of records at SFU that may be considered confidential include those that contain advice and recommendations prepared for University officials that have not been implemented or made public; legal advice or information subject to solicitor client privilege; and, information the disclosure of which may harm the financial or economic interests of the University, may harm individual or public safety or may harm third party business interests.

Contact Information

Means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual.

Personal Information

Means recorded information about an identifiable individual other than contact information, including:

• the individual's name, address or telephone number,

• the individual's race, national or ethnic origin, colour, or religious or political beliefs or associations,

• the individual's age, sex, sexual orientation, marital status or family status,

• an identifying number, symbol or other particular assigned to the individual,

• the individual's fingerprints, blood type or inheritable characteristics,

• information about the individual's health care history, including a physical or mental disability,

• information about the individual's educational, financial, criminal or employment history,

• anyone else's opinions about the individual, and

• the individual's personal views or opinions, except if they are about someone else