APPENDIX A - DEFINITIONS - PROTECTION OF PRIVACY

Policy Authority: General Counsel and University Secretary
Parent Policy: Protection of Privacy (I 10.11)
Procedures: How to Request a Correction to Personal Information in University Records; Privacy Breach Procedures; and Procedures for the Disclosure of Personal Information in Emergency or Compelling Circumstances.

1.0 PURPOSE

1.1 The definitions in this Appendix define the words used in the Protection of Privacy (I 10.11) policy ("the Policy) and its associated schedules and procedures.

2.0 DEFINITIONS

2.1 Act or FIPPA means the British Columbia Freedom of Information and Protection of Privacy Act.

2.2 Administrator means an individual engaged in directing and overseeing a distinct program, unit, office, or department of the University (e.g., manager, director, head, dean, etc.).

2.3 Authorized Employee in relation to the University does not include a Volunteer or a Service Provider.

2.4 Business 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.

2.5 Compelling Circumstances exist where one is compelled to act to protect an individual whose health or safety is in imminent danger.

2.6 Consent means voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make an intelligent choice to do something proposed by another; it supposes a
physical power to act, a moral power of acting and a serious, determined and free use of these powers.

2.7 **Disclosure** means to transmit, reveal, show, expose, provide copies of or give Personal Information or records.

2.8 **Emergency** means a present or imminent event of a short duration that affects or threatens: the health, safety or welfare of people, or University property and infrastructure.

2.9 **Employee** means a person who is employed by the University and is remunerated for their work. The *Freedom of Information and Protection of Privacy Act* (“Act”) defines Employee, for the purposes of the Act, as including a volunteer and a service provider. Therefore, when “Employee” is used in the Policy or its procedures, “Employee” also includes: (a) a Volunteer and (b) a Service Provider.

2.10 **General Counsel and University Secretary** means the position designated as the head of the institution for the purposes of administering the University’s compliance with the Act.

2.11 **Information and Privacy Archivist** means a designate of the University Archivist and Coordinator of Information and Privacy.

2.12 **Personal Information** means means recorded information about an identifiable individual other than business contact information. See Schedule 1 to the Policy for a list of examples of personal information.

2.13 **Personal Information Bank (“PIB”)** means a collection of personal information that is organized and capable of being retrieved using an individual’s name or an identifying number of some other personal identifier.

2.14 **Privacy Breach** means access to or collection, storage, retention, disposal, use or disclosure of personal information that is not authorized by the Act.

2.15 **Privacy Impact Assessment (“PIA”)** means a compliance and risk-based assessment conducted by the University to determine if a current or proposed system, project, program, or activity meets or will meet the protection of privacy requirements of the Act. It is a risk management and compliance tool used to identify and correct or mitigate potential privacy and security issues, thus avoiding costly program, process or service redesign, Privacy Breaches, and harm to institutional reputation. Conducting Privacy Impact Assessments is a legal requirement under the Act.

2.16 **Recorded Information** means information is recorded or stored by graphic, electronic, mechanical, or other means.

2.17 **Records Retention Schedule and Disposal Authority (“RRSDA”)** means a timetable developed for a particular group of files or type of records. It regulates the lifespan of all records in that group by prescribing: how long the records should be kept in the office of creation; how long the records should be stored off-site in the University Records Centre; and what happens to the records after expiry of the total retention period (destruction or transfer to the Archives’ custody). RRSDAs are developed by the Archives and Records Management Department in consultation with the department(s) holding the records and come into force upon approval by the University Archivist.
2.18 **Service Provider** means a person or company retained under contract to perform services for the University.

2.19 **University** means Simon Fraser University.

2.20 **University Archivist and Coordinator of Information and Privacy** means the position designated by the University to coordinate its compliance with the Act and includes their designates.

2.21 **University Community** means all students and employees of the University and all people who have a status at the University mandated by legislation or other University policies, including research assistants, post-doctoral fellows, members of Senate and the Board of Governors, volunteers, visiting and emeritus faculty, and visiting researchers.

2.22 **Volunteer** means a person who does work for the University without being paid.