

PRIVACY

Approval Authority	President
Responsible Executive	General Counsel
Related Policies / Legislation	<i>Freedom of Information and Protection of Privacy Act</i>

PURPOSE

University of the Fraser Valley (“UFV”) is committed to ensuring the privacy, confidentiality and security of all personal information that it collects, uses, discloses and maintains in connection with its programs and activities. UFV complies with the *Freedom of Information and Protection of Privacy Act* in relation to the protection of privacy. This Policy sets out UFV’s commitment, standards and expectations regarding the appropriate practices for the collection, use and protection personal information.

DEFINITIONS

In this policy, the following definition apply:

- a) **“Personal information”** means recorded information about an identifiable individual, but does not include an individual’s business contact information (business address, email address, telephone number);
- b) **“FIPPA”** means the BC *Freedom of Information and Protection of Privacy Act*;
- c) **“Procedures”** means the administrative procedures to this Policy;
- d) **“Employees”** means all employees, contractors and volunteers of UFV;

POLICY

Principles

UFV and all employees shall uphold the privacy, confidentiality and appropriate use of personal information in compliance with *FIPPA* and the Procedures, including by:

- being open and transparent about the purposes for which personal information may be collected and used by UFV;
- collecting and using personal information only as necessary to carry out UFV’s authorized programs and activities;

- sharing personal information internally with Employees only on a need to know basis;
- sharing personal information with third parties with the knowledge and consent of affected individuals, unless otherwise authorized or required under FIPPA or other applicable laws;
- ensuring personal information is protected against unauthorized access, use, disclosure, loss or destruction; and
- complying with FIPPA and all Procedures for the accuracy, protection, use, disclosure, storage, retrieval, correction and appropriate use of personal information.

Transparency and Accountability

UFV strives to be open and transparent with the community about its programs and activities and has processes in place to support the timely response to access requests submitted under FIPPA and the proactive release of information of interest to the community.

Responsibility

The President and Vice-Chancellor has been designated by the Board of Governors as the “head” of UFV for the purposes of FIPPA and has overarching responsibility for ensuring compliance with this Policy and *FIPPA*. The President and Vice-Chancellor may appoint a Privacy Officer and delegate some responsibilities under FIPPA to others.

Complaints

UFV will respond to and, where appropriate, investigate, all complaints that it receives under this Policy concerning its personal information management practices.
