

## FIPPA/PHIA INFORMATION SHEET #2

The Purpose of this Information Sheet is to remind EMPLOYEES about the ACCESS, USE, and DISCLOSURE of STUDENT RECORDS.

“Student records” are personal information. Many offices, including Registrar’s/Student Records Office, hold student records. The records may be electronic (computer) or non-electronic (paper, photographs, cassette tapes, etc.). Textual records may appear as files, documents, or data items. All student records are subject to FIPPA and PHIA limits on access, use, and disclosure.

Employees must limit access, use, and disclosure of student records to:

- University business, that is, programs or activities authorized by the University;
- the minimum amount of information necessary to accomplish the purpose for which the records are accessed, used, or disclosed;
- a “need to know” the information. “Need to know” means that the employee will only be able to do authorized University business, related to his or her duties, by accessing, using, or disclosing the records.

**Employees may not access, use, or disclose student records out of curiosity, private interest, or “wish to know.”**

- Unauthorized access happens when employees have access to student records that they do not need to see or handle to accomplish University business related to their duties.
- Unauthorized use happens when student records are used, not for a University purpose, and/or, not for a purpose that is permitted under FIPPA and PHIA.
- **Unauthorized disclosure happens when student records are made known, revealed, exposed, shown, provided, sold or given in circumstances that are not permitted under FIPPA and PHIA. Unauthorized disclosure may occur verbally, through the provision of electronic or non-electronic copies, or by other means.**

The Background for this Information Sheet is detailed below.

***The Freedom of Information and Protection of Privacy Act and The Personal Health Information Act* are provincial laws. All employees of the University must comply with these laws.**

FIPPA places limits on access, use, and disclosure of personal information. “Personal information” incorporates fourteen broad categories of information.

**PHIA places strict limits on access, use, and disclosure of health information. “Health information” is any information about an individual’s health or health care, including the individual’s PHIN number.**

“Access” means seeing or handling information. “Use” means using information within the University. “Disclosure” means releasing information to an individual or organization outside the University, or releasing information for an unauthorized purpose.

Avoid accessing, using, or disclosing student records except in the carrying out of authorized University business related to your duties. It's the law!

If you have questions please contact the Access & Privacy Coordinator's Office at 474-8339 or 474-9462.

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