

## Policy on Access to Electronic General and Personal Information

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| Office of Administration: | Department of Information and Technology |
| Approval Authority:       | President and the Executive Team         |
| Approval Date:            | June 2012                                |
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| Review History:           | N/A                                      |

### 1. Purpose

1.1 In conjunction with the principles outlined in the Laurentian University Policy on Freedom of Information and Protection of Privacy, the purpose of the Laurentian University’s Policy (“the Policy”) on Access to Electronic General and Personal Information is to:

1.1.1 Stipulate, clarify and outline authorized electronic access for administrators, faculty, staff, students, contractors and volunteers so as to effectively manage and reduce the risk of unauthorized electronic access to and use of personal information in order to comply with the *Freedom of Information and Protection of Privacy Act*; and

1.1.2 to restrict electronic access to and disclosure of personal information under the custody and control of the University only to those administrators, faculty, staff, students, contractors and volunteers of the University who require particular information in the performance of their duties and where the disclosure of the information is necessary and proper in the discharge of the institution’s function.

1.2 Requested exceptions to the requirements as outlined in the Policy shall be made in writing, to the Chief Information Officer (the “CIO”). The CIO may be required to consult with the University Secretary and General Counsel, who acts as the University Information and Privacy Coordinator.

### 2. Scope

2.1 The Policy applies to all administrators, faculty, staff, students, contractors, and volunteers of Laurentian University of Sudbury (“the University”), and its affiliates,

who have been authorized to have access to general and personal information in electronic form.

### **3. Definitions**

3.1 “Personal Information” means recorded information about an identifiable individual, including:

- 3.1.1 information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
- 3.1.2 information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- 3.1.3 any identifying number, symbol or other particular assigned to the individual;
- 3.1.4 the address, telephone number, fingerprints or blood type of the individual;
- 3.1.5 the personal opinions or views of the individual except if they relate to another individual;
- 3.1.6 correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
- 3.1.7 the views or opinions of another individual about the individual; and
- 3.1.8 the individual’s name if it appears with other private information relating to the individual or where disclosure of the name would reveal other private information about the individual.

3.2 “Record” means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes:

- 3.2.1 correspondence, a memorandum, a book, a plan a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof; and
- 3.2.2 any record that is capable of being produced from a machine readable record under the control of the University by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution.

### **4. Access Policy**

4.1 The Department of Information and Technology shall have access to all general and personal information that is stored electronically for the purposes of implementing and

supporting the Datatel system and associated software. However, access to general and personal information shall derive from a legitimate business need in the performance of their duties and where the disclosure of the information is necessary and proper in the discharge of the institution's function.

### **Student Applicant Information**

#### 4.2 Liaison:

4.2.1 Read Only ("RO") for electronic general and personal information of student applicants limited to date of birth, address, phone(s), email(s), prior educational history and program choices.

#### 4.3 Registrar:

4.3.1 Read and Write ("RW") for electronic general and personal information of student applicants including but not limited to date of birth, address, phone(s), email(s), prior educational history and program choices.

#### 4.4 Institutional Planning:

4.4.1 RO for electronic general and personal information of student applicants including but not limited to date of birth, address, phone(s), email(s), prior educational history and program choices.

### **Student Information including Academic Summaries**

#### 4.5 Registrar:

4.5.1 RW for all electronic general and personal information including date of birth, address, phone(s), email(s), student number, date registered, program history, prior educational history and academic summaries. Access to Social Insurance Numbers ("SIN") is not permitted.

#### 4.6 Student Awards and Student Fees:

4.6.1 RW for all electronic general and personal information pertaining to the student's receipt of awards and payment information including address, phone(s), email(s) but will only have RO information related to personal information such as student number, date registered, program history, prior educational history and academic summaries. RW of SIN is permitted.

#### 4.7 Centre for Academic Excellence:

4.7.1 RO for all electronic general and personal information including date of birth, address, phone(s), email(s), student number, date registered, program history, prior educational history and academic summaries.

- 4.8 Deans including Deans Administrative Assistants/Business Officers and School of Graduate Studies:
  - 4.8.1 RO for electronic general and personal information including date of birth, address, phone(s), email(s), student number, date registered, program history, prior educational history and academic summaries for those students within the various Faculties and Departments within their area of responsibility.
  - 4.8.1 RW for specific information related to graduate studies such as name of supervisor, committee members and any other ancillary information (non-academic) pertaining to their graduate studies.
  
- 4.9 Academic Advisors, as specifically designated by the Dean of the Faculty:
  - 4.9.1 RO for electronic general and personal information including date of birth, address, phone(s), email(s), student number, date registered, program history, prior educational history and academic summaries for those students within the various Faculties and Departments within their area of responsibility.
  
- 4.10 Chairs of Departments/Directors/Coordinators/Placement Supervisors of Schools/Department Secretaries, as specifically designated by the Dean of the Faculty:
  - 4.10.1 RO for electronic general and personal information including date of birth, address, phone(s), email(s), student number, date registered, program history, prior educational history and academic summaries for those students within the Department's/School's particular area of responsibility.
  
- 4.11 Faculty Members:
  - 4.11.1 RO for limited electronic general and personal information including class lists outlining student names and personal information such as student numbers for those students registered in their courses.
  - 4.11.1 RW to input personal information limited to the grades of those students registered in their courses.
  
- 4.12 Department of Financial Services:
  - 4.12.1 RO for limited electronic general and personal information including date of birth, address, phone(s), email(s), student number, date registered and program history.
  - 4.12.1 RW for general and personal information including financial information. RO access to SIN is permitted for government documents such as the T4A.
  
- 4.13 Library:
  - 4.13.1 RO for limited electronic general and personal information including language of preference, colleague ID, phone(s) and educational program.
  
- 4.14 Institutional Planning:

- 4.14.1 RO for all electronic general and personal information including date of birth, address, phone(s), email(s), student number, date registered, program history, prior educational history and academic summaries.
- 4.15 When academic advice is sought from a Faculty Academic Advisor, the individual student seeking the advice shall be responsible for providing a copy of their academic summary, downloaded from WebAdvisor, to the Faculty member in question either by providing a printed copy or by sending an electronic PDF copy to the Faculty member.
- 4.16 General and personal information may also be used by Counselling and Disability Services as well as the Department of Security and Risk Management for the purposes of identifying and contacting students who access these services.
- 4.17 General and personal information may also be used by the University Residences in case of emergencies and/or investigations involving students in residence.
- 4.18 General and personal information may also be used by the Department of Security and Risk Management for investigative purposes and to ensure compliance with the law.
- 4.19 General and personal information may also be used by the Department of University Advancement for the purposes of maintaining relations with the University and/or in relation to alumni programs, recruitment, invitations to alumni events and/or charitable giving opportunities.

### **Access to Faculty Information**

- 4.20 Deans:  
4.20.1 RO for financial information of those faculty members within the various Faculties and Departments within their area of responsibility. Access to SIN is not permitted.
- 4.21 Faculty Business Officers:  
4.21.1 RW for financial information of those faculty members within the Department/School's particular area of responsibility. Access to SIN is not permitted.
- 4.22 Department of Financial Services:  
4.22.1 RW for electronic general and personal information including financial information and SIN.
- 4.23 Human Resources:

4.23.1 RW for electronic general and personal information including financial information and SIN.

4.24 Library:

4.24.1 RO for limited electronic general and personal information including language of preference, colleague\_ID and phone(s).

4.25 Institutional Planning:

4.25.1 RO for electronic general and personal information including financial information.

4.26 General and personal information may also be used by the Department of Security and Risk Management for investigative purposes and to ensure compliance with the law.

### **Access to Employee Information**

4.27 Department of Financial Services:

4.27.1 RW for electronic general and personal information including financial information and SIN.

4.28 Human Resources:

4.28.1 RW for electronic general and personal information including financial information and SIN.

4.29 Senior Administration (including Deans and Part-time Faculty) and Managers.

4.29.1 RW for electronic general and personal information of those employees within the various Departments including limited financial information within their area of responsibility. Access to SIN is not permitted.

4.30 Institutional Planning:

4.30.1 RO for electronic general and personal information including limited financial information

4.31 General and personal information may also be used by the Department of Security and Risk Management for investigative purposes and to ensure compliance with the law.

### **Access to Alumni and Donor Information**

4.32 University Advancement:

4.32.1 RW for electronic general and personal information of donors and alumni only when the primary relationship (valcode Source) is as an alumni. For example,

an alumni that is also an employee at Laurentian University can only have their general and personal information changed by HR.

4.33 Department of Alumni Relations:

4.33.1 RW for electronic general and personal information of alumni only when the primary relationship (valcode Source) is as an alumni. For example, an alumni that is also an employee at Laurentian University can only have their general and personal information changed by HR.

4.34 Institutional Planning:

4.34.1 RO for electronic general and personal information of alumni.

**Access to Third Party Supplier Information**

4.35 Department of Financial Services:

4.35.1 RW for electronic general and personal information including business information.