

FIPPA Faux-Pas



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Notice #3: Notice of Collection and FIPPA Guide

November 2008

Notice of Collection

Under *The Freedom of Information and Protection of Privacy Act* (FIPPA), Laurentian University must provide a Notice of Collection to individuals **when collecting personal information (PI)** either directly from the person to whom the information relates, or indirectly from another source. (Please refer to FIPPA Faux-Pas Notice #2 for information about what constitutes PI.)

[Laurentian University's General Notice of Collection](#) provides notice to students and employees about the classes or types of information the University is **most likely to collect**, and some of the **most likely reasons (purposes) for that collection**. **The General Notice of Collection may not provide adequate notice for specific departmental collection, use and disclosure of PI.** Employees involved in any collection of personal information **must provide a notice of collection in any forms, letters or other processes (e.g. verbally) by which PI is collected.** For the collection to be legal, the notice must identify:

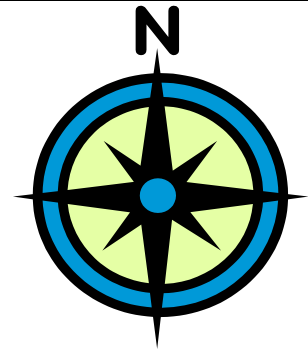
- the legal authority for the collection (e.g. the collection is necessary to the proper administration of a lawfully authorized university activity);
- the principal purpose(s) for the collection; **and**
- the title, business address and telephone number of a University employee who can answer questions about the collection.

Please visit the [IPO website](#) or contact the IPO for assistance relating to this matter.

FIPPA Guide

The IPO has been hard at work on a FIPPA Guide, which has been designed to provide the University community with information and tips regarding FIPPA. Included in this guide are:

- Definitions of “record” and “personal information”;
- Information regarding the proper collection, use and disclosure of PI;
- University FIPPA procedures and forms;
- Tips with respect to privacy breaches; and
- Tips on how to handle incoming requests for information



To view [Laurentian University's General Notice of Collection](#), and the FIPPA Guide, please visit the [IPO website](#). Your continued cooperation and collaboration is much appreciated. If you have any questions or concerns, please don't hesitate to contact the IPO.



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