

# FIPPA Faux-Pas



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## Notice #1: Internal Mail: Re-use of envelopes

March 2008

Recently it has come to the attention of the Information and Privacy Coordinator of Laurentian University that envelopes bearing the personal information (name and address) of some individuals are being used for internal mail. Disclosing personal information without the consent of the individual may constitute a **breach of the *Freedom of Information and Protection of Privacy Act (FIPPA)***.



As you are aware, *FIPPA* became applicable to universities on June 10, 2006. One of the purposes of *FIPPA* is to **protect the privacy of individuals** with respect to personal information about themselves held by institutions.

Personal information includes any recorded information about an identifiable individual, including but not limited to an individual's name, address, and telephone number.



**We strongly advise that envelopes bearing the name or other personal information about an individual be destroyed (shredded), or that the personal information be completely severed (blacked out) from the envelopes before the envelopes are re-used.**

Only with the continued cooperation and collaboration of the University community can Laurentian satisfy its statutory obligations.

### INFORMATION and PRIVACY OFFICE (IPO)

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