

# Freedom of Information and Protection of Privacy Act (FIPPA)

## 1. Introduction

The Freedom of Information and Protection of Privacy Act (FIPPA) is a provincial or territorial law in Canada that governs the access to information held by public bodies and protects the privacy of individuals' personal information.

## 2. Definitions

Personal Information: is defined as Information about an identifiable individual.

## 3. Access to Information

FIPPA grants the public, including students and employees, the right to access records held by City University of Seattle, subject to certain exceptions. Key points include:

- **Requests for Information:** The process for making a formal request for access to records held by the institution.
- **Fees:** Guidelines for fees associated with processing information requests.
- **Timeframes:** Requirements for responding to information requests within a specified time.

## 4. Protection of Privacy

FIPPA places obligations on City University of Seattle to protect the privacy of personal information it collects and maintains. This includes:

- **Consent:** Obtaining informed consent for the collection, use, and disclosure of personal information.
- **Collection Limitation:** Limiting the collection of personal information to what is necessary for specific purposes.
- **Use and Disclosure Limitation:** Restricting the use and disclosure of personal information to authorized purposes.
- **Security Measures:** Implementing security safeguards to protect personal information.
- **Retention and Disposal:** Establishing guidelines for the retention and disposal of records containing personal information.

## 5. Exemptions and Limitations

FIPPA may provide exemptions for certain types of information or circumstances in which access may be denied, such as sensitive personnel records or confidential research data.

## 6. Privacy Impact Assessments

City University of Seattle may be required to conduct privacy impact assessments for new projects or initiatives that involve the collection or processing of personal information.

## **7. Complaints and Appeals**

Complaints regarding the handling of personal information should be directed to the University's Privacy Officer.

## **8. Education and Training**

City University of Seattle may provide education and training to staff, faculty, and students to ensure compliance with FIPPA and promote awareness of privacy rights and responsibilities.

## **9. Contact Information**

For questions or concerns regarding FIPPA compliance at City University of Seattle, including requests for information, individuals may contact:

The CityU Registrar

Resources:

- [Freedom of Information and Protection of Privacy Act \(FIPPA\)](#)