

Understanding FIPPA

- Your Role in Protecting Student Privacy
Faculty of [Your Faculty Name]

What is FIPPA?

- Ontario legislation
- Applies to all university records
- Balances public access and individual privacy

Why It Matters

- You are front-line staff
- You handle sensitive information daily
- Mistakes can lead to privacy breaches

What is a Record?

- Anything recorded: emails, notes, databases
- Includes both paper and digital formats
- Even sticky notes or voice messages can count

What is Personal Information?

- Identifies a person
- Includes name, student ID, grades, contact info
- Personal Information is protected under FIPPA

What Can You Share? (Table)

Requester	Can You Share?	Action
Student	✓ Yes, with ID	Confirm identity
Parent	⚠ Maybe	Refer to Secretariat
Police	✗ No	Escalate to Legal Services immediately
Employer	✗ No	Need signed consent
Public	⚠ Maybe	Ask before responding

Common Pitfalls

- Confirming enrollment
- Sharing grades or schedules
- Speaking casually with third parties

What To Say:

- “I’m not authorized to release that information.”
- “Please contact the University Secretariat.”
- “We need the student’s written consent.”

Records Retention

- Follow the university's retention schedule
- Don't delete records unless authorized
- Keep files secure and organized

If You Receive a Request...

- Stay calm and polite
- Do not provide any information
- Refer the Requester to the Department of Legal Services or your supervisor

Who to Contact

- **Richard Taylor**
Director of Legal Services
Assumption Hall Room 314
- richard.taylor@uwindsor.ca