

# FIPPA Quick Reference Sheet

For University of Windsor

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## What is FIPPA?

The **Freedom of Information and Protection of Privacy Act (FIPPA)** applies to all Ontario universities. It governs how we provide access to institutional records and protect privacy.

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## What is a Record?

Any recorded information created or received as part of university business: - Emails, forms, spreadsheets - Meeting notes, reports - Texts, voicemails, photos

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## What is Personal Information?

Any data that identifies an individual: - Student ID, name, email - Grades, attendance, conduct - Contact info, health records

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## What Can You Share?

Request From	Can You Share Info?	Action
Student (about themselves)	Yes, with ID verification	Proceed respectfully
Parent or Spouse	Sometimes – if something has happened to the student disclosure may be possible	Refer to FIPPA Coordinator
Police/OPP	Sometimes - escalate	Escalate to Legal Services
Employer/Sponsor	No	Must have student's written consent
Public Request	Sometimes	Contact Secretariat for formal process

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## What NOT to Do:

- Don't confirm if someone is a student
  - Don't give out grades, schedules, or enrollment info
  - Don't guess — escalate when unsure
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## What TO Do:

- Say: "I'm not able to release that information without consent."
  - Refer to: Director of Legal Services
  - Report any unusual requests immediately
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## Records Management Tips:

- Keep records in secure systems
  - Don't delete unless retention rules allow it
  - Ask if you're unsure how long to retain something
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## Contact for Help:

### **Richard Taylor**

Director of Legal Services

Assumption Hall Room 314

Telephone: 519-253-3000, Extension 4059

Email: [Richard.Taylor@uwindSOR.ca](mailto:Richard.Taylor@uwindSOR.ca)

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*This sheet is for quick reference only. For full training, refer to the complete FIPPA Training Guide or contact the Director of Legal Services.*