

FIPPA Privacy Notification Statements

Guidelines for College Forms

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FIPPA Privacy Notification Statements – Guidelines for College Forms

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1. PURPOSE

The purpose of this guide is to assist College faculty and staff members in fulfilling their obligation under FIPPA to notify individuals about the collection of their personal information.

FIPPA requires that the College must notify individuals regarding the purposes for which their personal information¹ will be used or disclosed.

As such, College forms collecting personal information either in paper or electronic formats, such as web forms, fillable PDFs or fields within IT systems, must contain a privacy notification statement (also called privacy notice).

2. SCOPE OF APPLICATION

This guide is meant to address the notification requirements set out in the Freedom of Information and Protection of Privacy Act (FIPPA) with regard to personal information collected through forms.

This document does not cover additional requirements imposed by the Personal Health Information Protection Act (PHIPA) or Personal Information Protection and Electronic Documents Act (PIPEDA).

This document does not address compliance with Canada's Anti-Spam Legislation (CASL) and does not supersede [applicable College CASL guidance](#).

3. FIPPA NOTIFICATION REQUIREMENTS

[Under section 39 \(2\) of FIPPA](#), privacy notices must include at a minimum the following elements:

1. The legal authority for collecting personal information;
2. The purposes for which the personal information will be used or disclosed; and
3. The contact information of a College official.

To facilitate compliance with this obligation, the College has developed a privacy notice template. Click on the numbers in the template below for instructions on how to customize it.

PRIVACY NOTICE TEMPLATE
<p>Personal information collected through this form will be used by Algonquin College under the authority of [1].</p> <p>Your personal information will be used for the purpose of [2].</p> <p>At all times, your personal information is processed and protected in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA).</p> <p>If you have any questions about [3], please contact [3] at ...@algonquincollege.com. If you have any questions or concerns specifically about the processing of your personal information by Algonquin College, please contact the Freedom of Information Coordinator by e-mail (FOIcoordinator@algonquincollege.com) or phone (613-727-4723 ext. 6407).</p>

¹ Personal Information means any data about an identifiable individual such as a learner, alumnus, visitor, employee, donor, including but not limited to the individual's name, home addresses and email addresses, telephone numbers, age, sex, marital or family status, identifying number, race, national or ethnic origin, colour, religious or political beliefs or associations, educational and medical history, disabilities, blood type, employment history, financial history, criminal history, anyone else's opinions about an individual, an individual's personal views or opinions, and name, address and phone number of parent, guardian, spouse or next of kin. Also called personally identifiable information.

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3.1 LEGAL AUTHORITY FOR THE COLLECTION

At the College, the most common legal ground for collecting personal information is the administration of activities under the Ontario Colleges of Applied Arts and Technology Act, S.O. 2002, c. 8, Sched. F., Section 2.

Where applicable, enter any federal or provincial laws, other than the Ontario Colleges of Applied Arts and Technology Act, which provide specific legal authority for collecting and/or disclosing personal information (e.g. the Income Tax Act, the Workplace Safety and Insurance Act, etc).

Find out more

According to FIPPA, the College may collect personal information only if the collection is expressly authorized by legislation or is necessary to the proper administration of a lawfully authorized activity.

At the College, the most common legal ground for collecting personal information is the administration of activities under the Ontario Colleges of Applied Arts and Technology Act, S.O. 2002, c. 8, Sched. F., Section 2². These activities are related to the core business of the College, which includes but is not limited to, recruitment, admission, registration, administration of academic programs, graduation, review, evaluation and improvement of academic and non-academic programs, financial assistance and awards, alumni and donor relations, fundraising, institutional planning, research and statistics, safety and security, advertisement and marketing.

In certain instances, the College may be required by legislation to collect personal information and/or report it to provincial or federal government agencies.

In this space, where applicable, enter any Federal or Provincial laws, other than the Ontario Colleges of Applied Arts and Technology Act, which provide specific legal authority for collecting and/or disclosing personal information (e.g. the Income Tax Act, the Workplace Safety and Insurance Act, etc).

Make sure to mention the proper legal authority that permits the collection by referring to the specific act or regulation and section which authorizes the collection. Where legislation does not specifically refer to the collection of personal information, provide the precise section of an act or regulation authorizing the activity or program for which the information must be collected.

If you are not sure whether you are authorized to collect personal information in a given situation or you want to make sure to have mentioned the correct legislation authorizing the collection, you should consult with the Cyber Security Unit.

3.2 PURPOSES OF THE COLLECTION

The privacy notice should describe the purpose for which the information collected will be used, including any disclosure to individuals or organizations outside the College.

² The objects of the colleges are to offer a comprehensive program of career-oriented, post-secondary education and training to assist individuals in finding and keeping employment, to meet the needs of employers and the changing work environment and to support the economic and social development of their local and diverse communities.

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As a general rule, departments and academic units must not collect more personal information than is necessary to achieve their business requirements.

[Find out more](#)

3.3 CONTACT INFORMATION OF A COLLEGE OFFICIAL

The privacy notice template includes the contact information of the Freedom of Information Coordinator, the College official responsible for addressing inquiries related to FIPPA.

To reduce inquiries to the Freedom of Information Coordinator that are not strictly related to privacy, include the name of your program or activity, the name and contact information of your department or academic unit.

4. PLACEMENT

Once the template has been finalized, the privacy notice should be placed at the top of the form (for forms with more than one page) or immediately before the submit button or the signature field.

Do not place the notice on the back of a paper form if there are no fields for the individual to fill in as it will decrease the likelihood that the individual will read the statement.

5. EXAMPLES

If you plan to use the following examples for your activities or programs, make sure to review and edit the sections highlighted in yellow as required.

[Webinar registration form](#)

[Contact us registration form](#)

[Collection and disclosure of personal information required by legislation](#)

For additional information or assistance, please contact the Information Privacy Coordinator, Cyber Security Unit by email at ipc@algonquincollege.com.