

APPENDIX I: Freedom of Information and Protection of Privacy

U of S Policies Regarding Freedom of Information and Protection of Privacy

A Policy is in place to ensure that the University of Saskatchewan complies with its obligations under *The Local Authority Freedom of Information and Protection of Privacy Act* (the "Act") to provide appropriate public access to information and to protect the privacy of personal information that is in the possession, or under the control, of the University. This policy applies to all employees, faculty or other staff of the University as well as to any other individuals or organizations with access to records maintained by the University. For full information, please see www.usask.ca/university_secretary/policies/operations/Freedom-of-Information.php. Quoting from the website:

Freedom of Information – as a publicly funded institution, the University of Saskatchewan will act in an accountable and open manner when receiving and responding to requests for information, taking into account rights and interests of any Third Party who may be directly impacted by a request.

Protection of Privacy – in order to fulfill its mandate, it is necessary that the University collect, create and maintain Personal Information on students, faculty, staff, alumni, retirees and other individuals. In accordance with the terms of this Policy and the Act, the University will take reasonable and appropriate steps to protect and maintain the privacy of any such Personal Information in its possession or under its control. The Policy outlines requirements regarding the collection, protection, use, disclosure, access to, correction, retention and disposal of personal information. Protection of personal information includes such steps as: storing personal information in locations which are not generally accessible to all employees and/or the general public; securing the rooms and/or filing cabinets containing personal information during those times that an authorized employee/staff member is not present; and restricting access to personal information that is stored in an electronic format to authorized employees by requiring the entry of user names and passwords.

College of Pharmacy and Nutrition Freedom of Information and Protection of Privacy

Faculty and staff in the College follow the guidelines outlined in the U of S policy. Examples include:

- Secure personal information as noted above and per collective agreements.
- Key allocation and College Office locking practices.
- Guidelines for requests from students to send information to third parties.
- Distribution of student, faculty and staff contact information (ie, with approval of the individual).
- Posting of information, photos, etc. in College display cases, website (ie, only with approval of the individual).
- Several shredders in the College plus access to an annual shredding service.
- College Communication Plan, which is being developed, will address these issues.

Professional Requirements and Protection of Privacy

As a health science program that includes extensive clinical education placements, Pharmacy and Nutrition students and instructors must comply with statutory requirements and provisions of the Freedom of Information and Protection of Privacy Act (Saskatchewan), or comparable legislation in other provinces in which they may undertake placements, relating to information pertaining to patients, clients or clinical placement site staff.

Research Requirements and Protection of Privacy

Federal and U of S authorities have strict guidelines in place regarding confidentiality of research data, and specifically protection of privacy in research involving human subjects.