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Policy Authority: General Counsel and University Secretary

Parent Policy Protection of Privacy (I 10.11)

Procedures: How to Request a Correction to Personal Information in University Records; Privacy Breach Procedures and Procedures for the Disclosure of Personal Information in Emergency or Compelling Circumstances.

ee in relation to the University does not include a Volunteer or a Service

Information means information to enable an individual at a place of business and includes the name, position name or title, business telephone number, business email, or business fax number of the individual.

stances exist where one is compelled to act to protect an individual whose in imminent dang

untary agreement by a person in the possession and exercise of sufficient make an intelligent choice to do something proposed by another; it supposes a

- physical power to act, a moral power of acting and a serious, determined and free use of these powers.
- 2.7 Disclosure means to transmit, reveal, show, expose, provide copies of or give Personal Information or records.
- 2.8 Emergency means a present or imminent event of a short duration that affects or threatens: the health, safety or welfare of people, or University property and infrastructure.
- 2.9 Employee means a person who is employed by the University and is remunerated for their work. The Freedom of Information and Protection of Privacy Act defines Employee, for the purposes of the Act, as including a volunteer and a service provider. Therefore, when "Employee" is used in the Policy or its procedures, "Employee" also means (a) a Volunteer and (b) a Service Provider.
- 2.10 General Counsel and University Secretary means the position designated as the head of the institution for the purposes of administering the University's compliance with the Act.
- 2.11 Information and Privacy Archivist means a designate of the University Archivist and Coordinator of Information and Privacy.
- 2.12 Personal Information means recorded information about an identifiable individual other than business contact information. See Schedule 1 to the Policy for a list of examples of personal information.
- 2.13 Personal Information Bank ("PIB") means a collection of personal information that is organized and capable of being retrieved using an individual's name or an identifying number or some other personal identifier.
- 2.14 Privacy Breach means access to or collection, storage, retention, disposal, use or disclosure of personal information that is not authorized by the Act.
- 2.15 Privacy Im(r)- amy -1.152 Td [.ty.3 (h)-22.1 (e)9 (55 (l)-4.9 ()TJ 0.022 Tw 0 -1.13 TD [(i)-26.6 (nf)-36.8

- 2.18 Service Provider means a person or company retained under contract to perform services for the University.
- 2.19 University means Simon Fraser University.
- 2.20 University Archivist and Coordinator of Information and Privacy means the position designated by the University to coordinate its compliance with the Act and includes their designates.
- 2.21 University Community means all students and employees of the University and all people who have a status at the University mandated by legislation or other University policies, including research assistants, postdoctoral fellows, members of Senate and the Board of Governors, volunteers, visiting and emeritus faculty, and visiting researchers.
- 2.22 Volunteer means a person who does work for the University without being paid.