



Policy Title:

Privacy Policy

University Classification & Policy Number:

TBD

Approval Body:

University Administration

Responsible Designate:

Vice-President, Finance and Administration

Established:

2016

Revised:

2023

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Not applicable

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1.0 Policy Purpose

The purpose of the Privacy Policy is to ensure, as far as is reasonable and practicable, that the Collection, Use, Disclosure, retention, disposition, and security of Personal Information (“PI”) and Personal Health Information (“PHI”) by The University of Winnipeg (“University”) is done in compliance with requirements under legislation.

2.0 Definitions

The following definition(s) apply to terms used in this Policy:

2.01 “Collect,” “Collected,” “Collecting,” or “Collection”: the creation or receipt of PI or PHI.

2.02 “Disclose,” “Disclosed,” “Disclosing,” or “Disclosure”: the sharing, providing, exposing, making known, revealing, or otherwise releasing of PI or PHI to any person who is not an employee; a contractor, volunteer, or similar person acting on behalf of the University; or the individual to whom the information relates.

2.03 FIPPA: *The Freedom of Information and Protection of Privacy Act C.C.S.M. c. F175* as amended from time to time.

2.04 Health Care: any care, service, or procedure provided:

- to diagnose, treat, or maintain an individual’s physical or mental condition,
- to prevent disease or injury or promote health, or
- that affects the structure or a function of the body, and includes the sale or dispensing of a drug, device, equipment, or other item pursuant to a prescription.

2.05 Personal Information (“PI”): Recorded Information about an identifiable individual, including:

- the individual’s name, home address, or home telephone, facsimile, or email;
- the individual’s age, sex, sexual orientation, marital or family status;
- the individual’s ancestry, race, colour, nationality, or national or ethnic origin;

- the individual's religion or creed, or religious belief, association or activity;
- Personal Health Information about the individual;
- the individual's blood type, fingerprints, or other hereditary characteristics;
- the individual's political belief, association, or activity;
- the individual's education, employment or occupation, or educational, employment, or occupational history;
- the individual's source of income or financial circumstances, activities, or history;
- the individual's criminal history, including regulatory offences;
- the individual's own personal views or opinions, except if they are about another person;
- the views or opinions expressed about the individual by another person; and
- an identifying number, symbol, or other particular assigned to the individual.

2.06 Personal Health Information ("PHI"): Recorded Information about an identifiable individual that relates to:

- the individual's health, or Health Care history, including genetic information about the individual;
- the provision of Health Care to the individual; or
- payment for Health Care provided to the individual; and includes
- the personal health identification number and any other identifying number, symbol, or particular assigned to an individual, and
- any identifying information about the individual that is Collected in the course of, and is incidental to, the provision of Health Care or payment for Health Care.

2.07 PHIA: *The Personal Health Information Act C.C.S.M. c. P33.5* as amended from time to time.

2.08 Record or Recorded Information: a record of information in any form, and includes information that is written, photographed, recorded, or stored in any manner, on any storage medium or by any means, including by graphic, electronic, or mechanical means, but does not include electronic software or any mechanism that produces records.

2.09 "Use," "Used," or "Using": the accessing, being exposed to, viewing, dealing with, or otherwise employing PI or PHI.

2.10 UW Community Member: students, employees, anyone holding a University appointment, post-doctoral fellows, visiting scholars, contractors, volunteers, members of the Board of Regents and Senate, and anyone who resides on University property.

3.0 Scope

This Policy applies to all UW Community Members who Collect, Use, Disclose, store, or destroy PI or PHI that is, or will be by virtue of its Collection, in the custody or under the control of the University.

4.0 Policy Elements

4.01 General Principles

4.01.01 The protection of PI and PHI is of great importance to the University. The University strives to be in compliance with applicable legislation concerning the Collection, Use, Disclosure, retention, disposition, and security of PI and PHI. Accordingly, access to PI and PHI is restricted to only UW Community Members who require access for authorized

purposes. The Use and Disclosure of PHI shall only be for purposes authorized by FIPPA or PHIA.

4.01.02 No UW Community Member shall Collect, Use, or Disclose PI or PHI except in accordance with law and the provisions of this Policy. Failure to comply may result in penalties or disciplinary action being taken up to and including removal from position or office, termination of contract, employment, or association, or commencement of legal action as may be applicable.

5.0 Relevant Legislation

- [*The Freedom of Information and Protection of Privacy Act \(FIPPA\)*](#)
- [*The Personal Health Information Act \(PHIA\)*](#)
- [*The Criminal Code of Canada*](#)

6.0 Related Policies, Procedures and Institutional Documents

- [*Information Security Policy*](#)
- [*University Records Policy*](#)