

# APPENDIX 2

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## PROTECTION OF PRIVACY – DEFINING PERSONAL INFORMATION

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**Parent Policy:** Protection of Privacy Policy

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### 1.0 PURPOSE

The purpose of this Schedule is to define the scope of personal information collected, accessed, used, disclosed, stored, retained, and disposed of by the University.

### 2.0 DEFINITION OF PERSONAL INFORMATION AND EXAMPLES

Personal Information means recorded information about an identifiable individual other than Business Contact Information. See below for a list of examples of Personal Information.

- names, home addresses and telephone numbers
- age/birth date
- gender
- marital or family status
- identifying number (e.g., student or employee number, personal education number, social insurance number, personal health care number, driver's license number)
- race, national or ethnic origin
- religious or political beliefs or associations
- educational history (e.g., personal data maintained on any undergraduate or graduate student file or stored in a student information system and/or a learning management system, including applications; references and evaluations; admission; enrolment; academic advising, assignments, grades,

- transcripts and test scores; coop work placements; career counseling; volunteer activities; finances and financial assistance; academic dishonesty and misconduct investigations and discipline, extra-curricular activities; etc.)
- blood type
  - employment history (e.g., personal data maintained on any employee file or stored in administrative information systems, including applications; CVs, reference; recruitment and hiring; performance evaluations; renewal, tenure, promotion and salary review; work schedules and absences; compensation, pension and benefits; finances and financial awards; grievances; misconduct investigations and discipline; career counseling, professional development and training; outside activities; employment separation, termination and retirement; etc.)
  - medical history (e.g., personal data maintained on any patient, student, employee or disability case file describing medical conditions, diagnoses, treatment and procedures; prescribed drugs; psychological and psychiatric evaluations; occupational health and safety
  - disability status (e.g., personal data maintained on any patient, student, employee or disability case file describing physical and cognitive assessments, abilities, treatment and accommodation; etc.)
  - financial history (e.g., banking, tuition, loan, grants and tax information; donors and donations; personal credit card information; etc.)
  - criminal history (e.g., criminal record checks; etc.)
  - images (e.g., student and employee photo identification systems)
  - anyone else's recorded opinions about an individual (e.g., performance evaluation; letter of reference; etc.
  - an individual's recorded personal view or opinions; and
  - name, address and phone number of parent, guardian, spouse or next of kin