



## **POLICY 1.23 – Guidelines on Access to Information and Protection of Privacy**



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### Exemptions from the General Principle

#### 7. Available Information

The University is not required to follow these Guidelines where:

- (a) the record or the information contained in the ~~record or the information contained in the~~ \_\_\_\_\_ av \_\_\_\_\_ rbre

## POLICY 1.23 – Guidelines on Access to Information and Protection of Privacy

### 10. Relations with Governments and Other Organizations

The University may refuse to disclose a record where disclosure could reasonably be expected to,

- (a) prejudice the conduct of relations between the University and federal, provincial or municipal governmental authorities or other agencies providing funding to the University or any of its constituent units; or
- (b) reveal information received in confidence from federal, provincial, municipal or foreign governmental authorities; or
- (c) reveal information received in confidence from institutions affiliated with the University or from other universities, colleges and similar institutions and from organizations formed for the purpose of representing the interests of such organizations or various constituencies within them,

and shall not disclose any such record without the prior approval of the President.

### 11. Confidential Information

- (1) The University may refuse to disclose records where disclosure would reveal information supplied in confidence implicitly or explicitly where the disclosure could reasonably be expected to result in any undue prejudice, loss or gain to any person, group of persons, committee, organization or financial institution or agency or could reasonably be expected to result in similar information no longer being supplied to the University.

**POLICY 1.23 – Guidelines on Access to Information and Protection of Privacy**

- (f) information including the proposed plans, policies or projects of the University or one of its constituent units where the disclosure could reasonably be expected to result in premature disclosure of a pending policy decision or in undue financial benefit or loss to a person; or, it,

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## **POLICY 1.23 – Guidelines on Access to Information and Protection of Privacy**

### **III. PROTECTION OF PRIVACY**

#### 19. Collection of Personal Information

(1) In these Guidelines, "personal

## **POLICY 1.23 – Guidelines on Access to Information and Protection of Privacy**

- (c) for statistical analyses, provided that such analyses do not identify individuals or disclose other personal information; or
- (d) in other circumstances,



## POLICY 1.23 – Guidelines on Access to Information and Protection of Privacy

relates to make an enquiry on that individual's behalf or, where that individual is incapacitated, has been authorized by the next of kin or legal representative of that individual;

(l) to archival collections at the University for archival purposes;

(m) to any individual for research or statistical purposes if the officer having custody of the records:

(i) is satisfied that the purpose for which the information is to be disclosed is not contrary to the public interest and

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**POLICY 1.23 – Guide3**

## **POLICY 1.23 – Guidelines on Access to Information and Protection of Privacy**

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### 31. Fees

(1) The Unit Head may require the individual who makes a request for access to a record or for correction of a record to pay:

- (a) the costs of every hour of manual search required to locate a record;
- (b) computer and other costs incurred in locating, retrieving, processing and copying a record;
- (c) shipping costs;
- (d) any other costs incurred in responding to a request for access to a record;
- (e) the cost of adding to a record, pursuant to section 23 (2); and
- (f) where the requester is not a student of the University, a member of the teaching or administrative staff, or a representative campus group, an application fee which will be set by the Board of Governors from time to time.

(2) The Unit Head may waive the payment of all or any part of an application fee if the individual is a student of the University, a member of the teaching or administrative staff, or a representative campus group.