



COMMITTEE MEMBERSHIP

Mark Leggott (Chair)
Belinda Rogers (Co-Chair)
Karen White
Yuqin Gong
Gillian Proffitt
Tracey Comeau
Jeff MacDonald
Sondra Gantner
Debra Hannams
Laura Lee Noonan
Roberta MacDonald

ABOUT THE UPEI PRIVACY COMMITTEE

The University Librarian, Mark Leggott is UPEI's Privacy Officer. The mandate of the UPEI Privacy Committee includes:

- Identification and review privacy issues
- Development and review of University privacy policy
- Regular review of privacy procedures at the departmental level
- Recommendations regarding language, forms, and other resources and activities impacting privacy
- Coordination of communication and education around privacy issues
- Maintenance of privacy website and knowledge base of privacy issues

WHAT FEDERAL AND PROVINCIAL LEGISLATION IS APPLICABLE TO UPEI?

UPEI is subject to Federal Privacy legislation, Personal Information Protection and Electronic Documents Act (PIPEDA), and is not currently subject to Provincial Freedom of Information and Privacy Legislation.

The Federal Legislation specifically applies to those activities of the University that are considered to be commercial. With this noted however, the University exercises care in collecting and disclosing personal information and is guided by the 10 principles which are the foundation of the federal privacy legislation:

- Accountability
- Identifying Purposes
- Consent
- Limiting Collection
- Limiting Use, Disclosure, and Retention
- Accuracy
- Safeguards
- Openness
- Individual Access
- Challenging Compliance



WHAT RESOURCES ARE CURRENTLY AVAILABLE FOR FACULTY AND STAFF?

In the coming months the committee will be establishing **Lunch and Learn** sessions on campus, so please watch your Campus Notices.

SUGGESTED CONFIDENTIALITY STATEMENT EMAIL SIGNATURES

The following four statements have been suggested as confidentiality clauses to be used on UPEI email signatures. Although the committee has not endorsed one particular clause, we are providing examples for your consideration.

“This privileged and confidential email is intended only for the individual or entity to whom it is addressed. With regard to all others, any action related with this email as well as reading, reproduction, transmission and/or dissemination in whole or in part of the information included in this email is prohibited. If you are not the addressee, immediately return the email to sender prior to destroying all copies.”

“This transmission is intended only for the use of the addressee and may contain information which is privileged and confidential. If you are not

the intended recipient, you are hereby notified that any review, transmission, dissemination, distribution, copying or other use of this communication is strictly prohibited. If you have received this communication in error, please notify the sender immediately and delete the material from any computer.”

“This email message (including attachments, if any) is confidential and may be privileged. Any unauthorized distribution or disclosure is prohibited. Disclosure to anyone other than the intended recipient does not constitute waiver of privilege. If you have received this email in error, please notify us and delete it and any attachments from your computer system and records.”

[CONFIDENTIALITY CAUTION: This email and any attachments may contain confidential information. If you are not the intended recipient, please notify the sender immediately by return email, delete this message (including any attachments) and destroy any copies. Any dissemination or use of this information by a person other than the intended recipient is unauthorized and may be illegal.]