

Protection of Privacy

Rules and Tools to Protect Privacy

When collecting personal information, remember to:

- Collect personal information only if you have the authority to do so.
- Collect information directly from the individual (except as outlined in the *Act*).
- Collect only the minimum amount of personal information needed to fulfill the purpose for collection.
- Ensure a privacy notice is included when collecting personal information.

Use the information you have collected only for the purpose intended and minimize the amount of personal information used.

Disclose information only if it is required to fulfill the purpose of collection or if you have received consent.

Information used to make a decision about an individual must be kept for a minimum of one year.

Always protect personal information in your custody and/or control against unauthorized access, collection, use, disclosure and disposal.

Collection Questionnaire: Helps identify the purposes for which you are collecting personal information and develop your privacy notice.

Confidentiality Agreement: Have all employees sign a confidentiality agreement.

Encryption: Any storage devices used to transfer electronic data should be encrypted.

Passwords: Keep passwords a secret, use a combination of letters, numbers and symbols and change your password on a regular basis.

Helpful Hints!

Ensure that your desk is cleared of all documents, notes, post-its, USB flash drives, CDs, DVDs, etc. at the end of each day.

Lock your computer when leaving your desk or log off if you are leaving for an extended period of time.

Double check email addresses before hitting the send button.

Establish a retention and disposal schedule to determine how long records should be retained.

- Physical and electronic records should be kept for a prescribed period of time based on an organization's own policies.
- Physical records containing personal information should be securely shredded; electronic records should be erased or overwritten.
- If records are an integral part of an organization's history or have some significant cultural value, then they should be transferred to an archival institution.

Privacy Breach Protocol

Any employee discovering a privacy breach should initiate the breach protocol and report the breach to the ATIPP office. The privacy breach protocol can be found at www.atipp.gov.nl.ca/info/privacybreach.html

