

As we create and collect information throughout our daily activities, we are responsible for recording, storing, and handling personal information with particular care.

### What is Personal Information?

“Recorded information about an identifiable individual”

[\*Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31\*](#)

### What does Personal Information look like?

#### Information related to an individuals’:

- race
- colour
- sex
- marital or family status
- education
- financial transactions
- telephone number
- identifying numbers or symbols (example: student number, employee number, social insurance number)
- national or ethnic origin
- religion
- sexual orientation
- age
- medical, psychiatric, psychological, criminal or employment history
- address
- fingerprints or blood type
- the personal opinions or views of the individual except where they relate to another individual

#### Other examples:

- correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence
- the views or opinions of another individual about the individual
- the individual’s name where it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual

## What is Personal Information?

**Personal Information DOES NOT INCLUDE:**

Information about an individual who has been dead for *more than thirty years*.

The name, title, contact information or designation that identifies the individual in a *business, professional or official capacity*. Example: @uottawa email addresses or phone extensions.

**How do I protect Personal Information?**

- Follow the Access to Information and Privacy Office's Guidelines for the [Handling of Personal Information](#)
- Protect information using [Policy 117](#) to assign an information security classification.
- Read the [Information Management Handbook](#) and its associated tools for to learn how you should create, collect, store, use, share, and preserve or destroy all information appropriately throughout its lifecycle.



Questions on how to handle a **privacy breach, privacy complaint, or access to information request**?

Check the [Access to Information and Privacy Office's](#) website for tools, forms, and more, or contact [aipo@uottawa.ca](mailto:aipo@uottawa.ca)



Questions on how to **manage the information you create and collect** during your daily administrative and operational activities?

Check the [Information and Archives Management's](#) website, or contact [archives@uottawa.ca](mailto:archives@uottawa.ca)