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)

**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

- 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

For more information, please contact Information and Archives Management Service at archives@uottawa.ca or the Access to Information and Privacy Office at aipo@uottawa.ca.
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

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