

Duty to Assist

Direct all RTIPPA requests and inquiries to the University Secretariat or the website at: www.unb.ca/secretariat/rtippa/

Responses to all RTIPPA requests are provided by the University Secretariat

File It

Proper management of all records, including emails, paper files, recordings, etc. is the most important way to help the University locate appropriate information.

Follow the records retention practices established for your department or unit.

Be Content Aware

All information concerning the business and operations of the University is subject to RTIPPA legislation. Whether your work is on a laptop, mobile device, workstation or paper notes use appropriate business language and remember to protect the privacy of individuals using password protection and secure networks.

*It's not about the format.
It's the content that matters.*

Oops!

We all make mistakes! While we make an effort to avoid them, we must make an equal effort to make corrections. From a stolen laptop to an accidental release of personal information, report all potential privacy breaches to the University Secretariat so the situation can be contained and privacy protected.

We are not here to judge, we are here to facilitate the protection of personal privacy.

UNB RTIPPA Related Policy

Visit the UNB Policy Repository <http://www.unb.ca/secretariat/policy-repository/>

- Policy for Provision of Access to Information
- Policy for the Protection of Personal Information and Privacy

More Information

Visit our Website www.unb.ca/secretariat/rtippa for resources such as:

- RTIPPA Video
- RTIPPA Online Quiz
- RTIPPA Best Practices

Training and Presentations

For group, departmental or unit presentations on RTIPPA or records management please call:

Phone (506) 453-4710
Email rtippa@unb.ca

Questions

For more information or to speak to someone directly about RTIPPA as it applies to your work please contact the RTIPPA office in the University Secretariat.



University Secretariat
University New Brunswick
Sir Howard Douglas Hall, Room 4
Tel: (506) 453 4710
Fax: (506) 447 3402
Email: rtippa@unb.ca

unb.ca/university/secretariat/rtippa

Access to Information and Protection of Personal Privacy at UNB

Top 10 Things to Know for Faculty & Instructors





RTIPPA

The New Brunswick **Right to Information and Protection of Privacy Act** encourages transparency and openness for the business and operation of all New Brunswick public bodies.

As a public body, the University of New Brunswick has an obligation to remain compliant with this legislation and provide timely and appropriate access to information while establishing strong protection of privacy practices.

As a University, we are all responsible to be familiar with the requirements of RTIPPA and how it applies to our work.

4 Principles of RTIPPA

RTIPPA is built on four fundamental principles:

- 1) The public has a right to access information.
- 2) The protection of personal privacy is paramount.
- 3) Exceptions are limited, the legislation has an overriding policy of openness.
- 4) Mechanisms are in place to raise concerns and appeal responses.

1. Research and Course Materials

Under New Brunswick legislation, your personal research and data sets are specifically NOT subject RTIPPA.

2. Collecting & Sharing Student Information

As a University, UNB may share personal information between units; however it must be done so respectfully and responsibly. All personal information should be accessed on a need to know basis only.

3. Grades & Assignments

In-house resources such as *Desire2Learn* provide security when communicating with students. It may be used for class discussion or returning grades and assignments. Tips:

- Do not post grades for everyone to see in a public area (e.g. list attached to a door or wall).
- Do not leave graded assignments for pick up in an open unsupervised area.
- Return assignments in class or tutorial with grades written inside the front cover.

4. Retention of Exams

UNB Academic Regulations state that all graded materials held by instructors must be retained for twelve (12) months after the end of the term. When disposing of all graded materials do so in a secure and confidential manner.

5. Taking Student Attendance

When taking student attendance, collect the minimum amount of information needed. For example if circulating a sign-in sheet in class, collect names and only the last four digits of their student id. Sign-ups for assignments or group projects can be done similarly.

6. Groups Work & Sharing Work in Class

Group work plays an important role in teaching and learning. If you use teaching techniques such as having students review or grade each other's work inform students up front in the Course Syllabus so they can be aware.

7. Recording Lectures

Students may NOT record lectures without your permission. The AUNBT Collective Agreement, the University Wide Academic Regulations and *UNB Policy for the Protection of Personal Privacy* all indicate that permission must be sought before a recording device can be used.

8. Photos

The *UNB Photography Management Policy* requires notification prior to picture taking in non-public spaces such as classrooms, labs & study rooms. Individuals should be informed photographs are being taken and given the option to remove themselves from the photo.

9. Email

Maintain a professional tone in emails and be sure to retain email communications with students regarding course requirements, assignments and grades. Avoid sending emails to groups of students but if necessary, use the "bcc" to protect individual emails.

10. Notebooks

Personal notebooks recording University business are considered "University records" and are subject to request under RTIPPA. Notebooks are an important tool for organizing your ideas, action items, or workflow. Do not hesitate to use notebooks but be aware of the legislation and follow best business practices.