

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 (PATI)
- Policy for the Protection of Personal Information and Privacy (PIIP)

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/universitysecretariat/rtippa

Access to Information and Protection of Personal Privacy at UNB

Top 10 Things to Know for Managers & Supervisors





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. Receiving an RTIPPA request

Please direct all RTIPPA requests and inquiries to the University Secretariat. The University Secretariat is responsible for coordinating appropriate responses and ensuring legislated guidelines are met.

2. Identifying an RTIPPA Request

Never hesitate to contact the University Secretariat with any RTIPPA related questions or concerns. We are available to help with University policies and practices, RTIPPA and other related provincial or federal legislation.

3. Necessary Input & Support

The legislation permits 30 calendar days to prepare RTIPPA responses. Your support and cooperation while identifying and locating records held within your unit, department or faculty is necessary and greatly appreciated.

4. Inform and Train

RTIPPA information and training resources are available on the University Secretariat website. These include a video, an online quiz, copies of presentations and general information on best practices for privacy protection.

5. Sharing Records & Information

As a University, UNB may share records between units, departments and faculties as needed for regular operation and business practices. All information and record sharing must be done respectfully and responsibly.

6. Record Retention

As the University expands its record management program, record retention schedules are being established for all units, departments and faculties. Please contact the University Secretariat to discuss record retention schedules.

7. Personnel Records

Retention of personnel related information at the unit, department, or faculty is strictly for day to day operational information and requires the same respect and privacy as official records held with UNB Administrative offices. Information held should be kept to a minimum and must be securely shredded when no longer required.

8. Letters of Reference

You should always be asked permission for your name to be used as a reference. Letters of reference cannot be shared with the individual in question without your consent in writing.

9. Email

Emails pertaining to the business and operation of the University are subject to RTIPPA. The language of correspondence should maintain a professional tone. Use appropriate distribution lists when possible and avoid sending emails to large groups of individuals, if necessary, use the "bcc" to protect individual email addresses.

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.