Student Judicial Services Privacy Statement

Student Judicial Services collects and shares information under the authority of the University of Guelph Act (1964), and in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA) for the administration of its departmental service and operations. This statement is intended to provide information as to how personal information is collected, used, stored, disseminated and disposed of within the Judicial Office.

Collection of Personal Information

Personal information is collected and provided to the Judicial Office through the University’s student information system, online systems and forms, campus stakeholders as well as through the provision of services, programs, and operations.

Uses and Disclosures

Personal Information that is collected or created may be used for the following purposes:

a) departmental service (e.g. misconduct hearing administration, judicial complaints, administration of decisions);

b) operational need (e.g. invoicing, case management, and academic petitions) and;

c) reporting or program/service evaluation.

Disclosure of personal information for the protection of health or safety will be the paramount consideration of the Judicial Office. The Judicial Officer may have an obligation to disclose personal information when there is a risk of significant harm to oneself or others, property or institutional loss. Information may be internally used or externally disclosed depending on the nature of the situation. For circumstances where external disclosure is being considered, the benefit of disclosing information must outweigh the breach of privacy.

Security and Protection

Due to the highly sensitive and personal nature of Judicial Office records and information, the Judicial Office takes significant measure and safeguards to securely store and protect personal information. These measures include but are not limited to encryption, secure offices and cabinets, safeguards of hardware and software, and an annual review of procedures.

Storage and Disposal

In accordance with the Judicial Office Retention and Disposition Policy, records are held as is reasonably necessary to fulfill operational functions. Unless deemed to be historically significant to the University, records and personal information is disposed of after seven (7) years of creation/acquisition. In cases where no responsibility was found the record is disposed of after one (1) year. Any disposal of information is completed after the retention period, and in the legally recommended secure manner and in accordance with standard operating procedures.

You have the right to access and/or correct your personal information that is utilized by the Judicial Office. For additional information, questions or concerns related to this statement please contact the Judicial Office at judicial@uoguelph.ca. Additional information related to the University’s Privacy Policy is available on the website or the University Privacy Office at fippa@uoguelph.ca.

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