

# Privacy Policy



The Privacy Policy of the Queen's Nursing Science Society  
*Amendments*  
[Last Revised: August 6<sup>th</sup>, 2019]

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## **Part 1: Privacy and Personal Information**

### Section 1.01 Privacy

The NSS collects personal information in partnership with the AMS and Queen's University in accordance with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA). The NSS only collects personal information which is necessary for its executive team, class councils and commissioners to function and perform their services. The personal information is used by hired and elected members of the NSS to carry out their duties for the purposes for which the personal information was collected for, thus ensuring a consistent purpose. Personal information is retained only as long as necessary for the fulfillment of its purpose.

### Section 1.02 Definitions of Personal Information

"Personal Information" is defined in FIPPA as recorded information about an identifiable individual. Personal Information includes information regarding his or her gender, home address, medical history, education history, identifying numbers (ex. SIN), financial or employment information, personal opinions, completed assignments and exams and grades, comments and evaluations provided by instructor.

### Section 1.03 Personal Information Provided to NSS by the University

According to the AGREEMENT REGARDING THE RELEASE AND USE OF STUDENT INFORMATION, the following Personal Information will be made available to hired and elected members of the NSS:

- Name
- Email address
- Student number
- Academic program and plan
- Level of study (which year the student is in)
- Association fees paid

### Section 1.04 Use of Personal Information

Only hired and elected members shall have access to personal information (not to be confused with ordinary, advanced or honorary members). Personal information disclosed shall be used solely;

- To provide access to and information about affiliated or sponsored programs to students;
- To verify and validate voter eligibility for NSS referenda and elections;
- To verify student eligibility for use of selected services;
- To communicate with student members about NSS matters; and
- To assist with Orientation Week planning and reporting.

## **Part 2: Maintaining Privacy of Personal Information**

### 2.01 Privacy Policy

The NSS shall establish, maintain and update a privacy policy. The policy shall be readily available for inspection and updated immediately after any amendment.

#### 2.02 Protection of Personal Information

The NSS shall implement physical, organizational, technological, and other security measures to protect Personal Information. These protection measures shall include;

- Password protected documents
- Personal information shall only be accessed on secure browsers
- Individuals handling Personal Information must sign confidentiality agreements

Printed documents shall be destroyed after the fulfillment of its purpose

#### 2.03 In Event of a Breach of Privacy

The NSS shall immediately report, in writing, to the University any use, access, or disclosure of student personal information other than as contemplated herein. The NSS shall immediately report, in writing, to the University any theft, or loss of student personal information.

#### 2.04 Disposal of Personal Information

The NSS shall only retain personal information for a duration that is reasonably necessary to fulfill its purpose. In destroying the information, it shall be performed in a manner that makes it highly resistant to reconstruction. The NSS shall also take reasonable security precautions to protect the information during the process of destruction.