

## **COLLECTION OF PERSONAL INFORMATION PROCEDURE**

### **PURPOSE**

The purpose of this document is to provide instructions to members of the University community on how to collect Personal Information in compliance with the University's Access to Information and Protection of Privacy Policy ("Access and Privacy Policy").

### **PART A**

#### **What to do when collecting Personal Information**

##### **1. Only collect Personal Information when it is necessary for the proper administration of the University**

You should only collect Personal Information if it is necessary for the proper administration of the University or it is expressly authorized by statute.

If collecting information for fundraising purposes, see "Use of Personal Information for Fundraising Procedure".

##### **2. Collect Personal Information directly from the individual**

If you wish to collect Personal Information, you must collect it directly from the individual whom the information is about, unless:

- a. The individual has authorized you to collect the information in another manner;
- b. You are determining the suitability of the individual for an honour or award;
- c. You are collecting the information for law enforcement purposes; or
- d. A statute authorizes you to collect the information indirectly.

##### **3. Provide notice to an individual when you are collecting their Personal Information**

When you collect Personal Information (e.g. on a print form or through a website), you must include the University's Collection Notice.

#### **Collection Notice template:**

Brock University protects your privacy and your personal information. The personal information requested on this form is collected under the authority of the Brock University Act, 1964, section 3, and in accordance with the Freedom of Information and Protection of Privacy Act. The information will be used to [\[specify purpose for collecting the Personal Information\]](#). Direct any questions about this collection to the [\[contact](#)

[position](#)], of the [\[your department\]](#) at Brock University at (905) 688-5550, ext. [\[XXXX\]](#) or see [www.brocku.ca/\[your departmental website\]](http://www.brocku.ca/[your departmental website])

The Course Calendars provide notice to students that their information will be collected for admission, registration, graduation and other activities related to its programs. If you are collecting Personal Information for any other purpose, you must include the above Collection Notice when you collect the Personal Information. The Collection Notice should be included on all forms where personal information is being collected.

#### **4. Have written agreements in place with third parties when third parties are collecting Personal Information on the University's behalf**

If you are engaging a third party to collect Personal Information on behalf of the University, you should have a written agreement with the third party to ensure that the collection, use, disclosure, retention and disposal of the Personal Information is done in accordance with FIPPA. Contact the Manager, Privacy & Records Management for a template agreement.

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