

## FIPPA Institutional Summary 2007

LAKEHEAD; LAURENTIAN; McMASTER; NIPISSING      OCAD; OTTAWA; QUEEN'S; RYERSON      TRENT; TORONTO; UOIT; WATERLOO      WESTERN; WINDSOR; WLU; YORK

University	Coordinator	FIPPA homepage	Reading Room	Policy adopted	Guidelines drafted	Fee structure completed including search time	Forms drafted	Qs and As	Links provided e.g. to IPC
Brock	Office of the Freedom of Information and Privacy Coordinator ST1137, Schmon Tower, 500 Glenridge Ave. St. Catharines L2S3A1 905-688-5550 x 3334 <a href="mailto:mhansen@brocku.ca">mhansen@brocku.ca</a>	<a href="http://www.brocku.ca/accessandprivacy/">www.brocku.ca/accessandprivacy/</a>	No	No. Cttee established	Yes - Guidelines on how to access information and correct personal information	No structure beyond initial \$5 fee	No	Yes	Yes
Carleton	Margaret Haines, University Librarian Room360H Maxwell MacOdrum Library 1125 Colonel By Drive K1S 5B6 613-520-2725	<a href="http://fippa.carleton.ca/">http://fippa.carleton.ca/</a>	Robertson Hall Room 115	No	Yes - Guidelines on how to access information and correct personal information	Yes	Access to Information; Correction to Personal Information; Internal Tracking; Third Party Release; Collection of Personal Information	Yes	Yes
Guelph	Chris Graves University Records Management Coordinator 519-824-4120 x56103 <a href="mailto:c.graves@exec.uoguelph.ca">c.graves@exec.uoguelph.ca</a>	<a href="http://www.uoguelph.ca/secretariat/privacy.shtml">http://www.uoguelph.ca/secretariat/privacy.shtml</a>	e-reading room	Yes	Yes - Guidelines on how to access information, correct personal info or make a privacy complaint	Yes	Access to General Records; Access to Personal Information; Correction of Personal Information	Short list	Yes

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Lakehead	Dr. Millo Shaw, Director Risk Management and Freedom of Information Office AT4010 955 Oliver Road Thunder Bay P7B 5E1 807-343-8518 <a href="mailto:millo.shaw@lakeheadu.ca">millo.shaw@lakeheadu.ca</a>	<a href="http://riskandprivacy.lakeheadu.ca/projects/fippa/">http://riskandprivacy.lakeheadu.ca/projects/fippa/</a>	No	Policy from 1999 not updated	Yes	Yes	Access Request and Correction of Personal Information.	No	Yes
Laurentian	Denise Ouellette Information and Privacy Coordinator 935 Ramsey Lake Road Sudbury, ON P3E 2C6 <a href="mailto:douellette@laurentian.ca">douellette@laurentian.ca</a>	In development	No	No	No	No structure beyond initial \$5 fee	Link to IPC forms	No	IPC only
McMaster	Bruce Frank University Secretary Gilmour Hall, Room 210 1280 Main Street West Hamilton L8S 4L8 905-525-9140 x24337 <a href="mailto:frankwb@mcmaster.ca">frankwb@mcmaster.ca</a>	<a href="http://www.mcmaster.ca/univsec/fippa.cfm">http://www.mcmaster.ca/univsec/fippa.cfm</a>	Personal Info Bank	Yes Alumni Association Privacy  Collection of Personal Information	No	Yes	Request for Access to Organizational Records (General University and Personal)	Yes - answers are generally viewed through an employer perspective	Yes
Nipissing	Peggy Cook Assistant to the VP Finance and Admin Room A205 100 College Drive Box 5002 North Bay, ON O1B 8L7 705-474-3450 x4288	<a href="http://www.nipissingu.ca/administration/fippa.asp">http://www.nipissingu.ca/administration/fippa.asp</a>	No	Yes  Privacy Statement  Access to Information Policy and Procedures	No	Yes	Access to General Records; Access to Personal Information; Correction of Personal Information	No	Yes

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OCAD	Lynn Austin FIPPA Coordinator OCAD 100 McCaul Street Toronto, ON M5T 1W1 416-977-6000 Ext. 201 <a href="mailto:laustin@ocad.ca">laustin@ocad.ca</a>	<a href="http://www.ocad.ca/about_ocad/governance/information_privacy.htm">http://www.ocad.ca/about_ocad/governance/information_privacy.htm</a>	No	No	Yes - Brief description of request process	No structure beyond initial \$5 fee	No	No	Yes
Ottawa	Freedom of Information Coordinator/Office of Secretary University of Ottawa Tabaret Hall 2078-550 Cumberland St. Ottawa, ON K1N 6N5	<a href="http://web5.uottawa.ca/admingov/fippa-information.html">http://web5.uottawa.ca/admingov/fippa-information.html</a>	No	Policy from 2004 not updated	Yes - Brief description of request process under 2004 policy	Yes	Yes	No	Yes
Queen's	Access & Privacy Co-ordinator Office of the VP, Finance Kingston, ON K7L 3N6 613-533-6263	<a href="http://www.queensu.ca/accessandprivacy">http://www.queensu.ca/accessandprivacy</a>	e-reading room	Yes	Yes - Brief statement on access	Yes	Request to access information personal and general and correction	Yes (Faculty page under construction)	Yes
Ryerson	Information and Privacy Coordinator Office of the General Counsel and Secretary of the Board of Governors 350 Victoria Street Toronto, ON M5K 2B3 416-979-5000 ext. 4676 <a href="mailto:fippa@ryerson.ca">fippa@ryerson.ca</a>	<a href="http://www.ryerson.ca/about/generalcounsel/infoprivacy/">http://www.ryerson.ca/about/generalcounsel/infoprivacy/</a>	No	Yes	Yes - Guidelines on how to access information and correct personal information	Yes	Form to request access to general records and personal information as well as correction	Yes	Yes
Royal Military College is exempt from FIPPA									

University	Coordinator	FIPPA homepage	Reading Room	Policy adopted	Guidelines drafted	Fee Structure completed	Forms drafted	Qs and As	Links provided
Trent	Susan Bartsch Privacy Officer University Secretariat 705-748-1011 x1499 <a href="mailto:sbartsch@trentu.ca">sbartsch@trentu.ca</a>	<a href="http://www.trentu.ca/admin/accessandprivacy/">http://www.trentu.ca/admin/accessandprivacy/</a>	e-reading room	Yes	Yes - Brief statements on privacy protection and access	Yes	Form to request access to general records and personal information as well as correction	Q's and A's distributed to employees via pamphlet and internet.	Yes
Toronto	Rafael Eskenazi FIPP Director McMurrich Building Room 201 416-946-5835 <a href="mailto:rafael.eskenazi@utoronto.ca">rafael.eskenazi@utoronto.ca</a>  or FIPP Co-ordinator 416-946-7303	<a href="http://www.fippa.utoronto.ca/Page4.aspx">http://www.fippa.utoronto.ca/Page4.aspx</a>	FIPP Office	Yes	Yes – Procedures for making formal and informal requests for access to general and personal information	Yes	Form to request access to general records and personal information as well as correction	Yes	Yes
UOIT	Freedom of Information Co-ordinator Office of the Provost 2000 Simcoe Street North Oshawa, ON L1H 7K4 905-721-3111 x2845 <a href="mailto:foi.coordinator@uoit.ca">foi.coordinator@uoit.ca</a>	<a href="http://www.uoit.ca/EN/main2/202429/FIPPA.html">http://www.uoit.ca/EN/main2/202429/FIPPA.html</a>	No	Yes	Yes – Brief guidelines on how to make an access request and best practices	Yes	Yes	Yes	Yes
Waterloo	Karen Jack UW FOIP Co-ordinator Secretariat, Needles Hall 200 University Avenue West Waterloo, Ontario, Canada N2L 3G1 519 888 4567 519-888-4567 X3183 <a href="mailto:fippa@uwaterloo.ca">fippa@uwaterloo.ca</a>	<a href="http://www.uwaterloo.ca/privacy/index.html">http://www.uwaterloo.ca/privacy/index.html</a>	No	Yes	Yes - Guidelines on protection of privacy and freedom of information	Yes - will provide estimate if over \$25 to be charged	Yes	Yes	Yes

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Western	Theresa Morrissey Interim Co-ordinator FO I& Privacy Office Room 290 Stevenson-Lawson Bldg. London, ON N6A 5B8 519-661-2111 x84543 <a href="mailto:privacy.office@uwo.ca">privacy.office@uwo.ca</a>	<a href="http://www.uwo.ca/privacy/">http://www.uwo.ca/privacy/</a>	See office	Yes	Yes - Guidelines on how to access information and correct personal information	Yes - will provide estimate if over \$25 to be charged	Access to General Records; Access to Personal Information; Correction to Personal Information	Yes	Yes – internal and external
Windsor	Richard Taylor FOIPP Co-ordinator 401 Sunset Ave Windsor, Ontario N9B 3P4 519-253-3000 x4059 <a href="mailto:richardt@uwindsor.ca">richardt@uwindsor.ca</a>	<a href="http://www.uwindsor.ca/units/fippa/main.nsf/inToc/8263E988B9EE8BF385257188006D4387">http://www.uwindsor.ca/units/fippa/main.nsf/inToc/8263E988B9EE8BF385257188006D4387</a>	No	Yes	Yes - Guidelines on how to access information and correct personal information or make a privacy complaint	Yes	Access to General Records; Access to Personal Information; Correction to Personal Information	Yes	Yes
WLU	Dr. John Metcalfe Acting Director, University Information and Privacy Officer Wilfrid Laurier University 75 University Avenue West, Waterloo, ON N2L 3C5 (519) 884-1970 x3637 <a href="mailto:jmetcalfe@wlu.ca">jmetcalfe@wlu.ca</a>	<a href="http://www.wlu.ca/homepage.php?grp_id=1779">http://www.wlu.ca/homepage.php?grp_id=1779</a>	Endeavor to put documents on web, or access through office.	Relying on 1995 policy	Yes - Guidelines on information ability and privacy protection	Yes	Access to General Records; Access to Personal Information; Correction to Personal Information	No – information circulars dealing with specific issues	Yes
York	University Secretariat Information and Privacy Office N926 Ross Building 4700 Keele St. Toronto ON M3J 1P3 416-736-2100 x20359	<a href="http://www.yorku.ca/secretariat/info/privacy/">http://www.yorku.ca/secretariat/info/privacy/</a>	No	Yes	Yes - Guidelines on how to access information and correct personal information	Yes	Access to General Records; Access to Personal Information; Correction to Personal Information	Information toolkit for those with York login	Yes