

Email is a Record

Under Access to Information

is subject to subpoena by the courts. So it's important to be careful when sending emails for a business

Access to Information

Under FIPPA, you can request access to records of the University, including emails. The exceptions to disclosure are limited and can't be applied until after records have been reviewed by University staff.

- 9 Keeping your personal and work related email separate will help

Use Your Queen's Email Account

In today's world, we all have multiple email accounts. Some are personal (such as a Gmail or Hotmail account), and some will be institutional (such as your Queen's employee account). Always use your Queen's University employee email account for University business.

If you use a non-Queen's employee account to create, respond to, or store work-related information you are increasing the risk of causing an inadvertent privacy breach by using a non-authorized service provider. In addition, those emails are still subject to FIPPA so you run the risk that your own personal emails will be drawn into an access to information request. For these reasons, it is imperative that you keep your personal and work-related correspondence separate.

Do

- 9 Use your Queen's employee email account for work-related correspondence
- 9 Use your personal email account for personal correspondence

Do Not

- X Forward your Queen's business-related emails to a personal email account (such as Gmail or Hotmail)
- X Use the alias function in a personal email account to compose messages so that they look like they are coming from your Queen's address but are really created, sent, and stored using your personal account

Ontario's Information and Privacy Commissioner has taken the position that if personal information is encrypted, then it is not a privacy breach if it is lost or stolen.

For this reason, when you need to transmit personal information, ask yourself first whether there is another, more secure way to deliver the information than bt3 bt68 Tm ()Tj E750-3.MCID 3 >>Bi 3 (is lo)-10.2 .7 (t)-.005 EM2 /P <nf- 0 Td ()[(2003.2 yT