

Queen's University Archives is committed to protecting the privacy of all the individuals that it serves. The Archives operates under the **Freedom of Information and Protection of Privacy Act** of Ontario (the *Act*).

THE ARCHIVAL HOLDINGS

Queen's University Archives collects and preserves records and manuscripts in two general areas:

- **University Records**

Access to university records is governed by *The Act*. University records are defined as those records created and maintained (in any format or media) in the course of university administrative and operational activities by faculty, students or staff. Access to university records is limited only by very specific exemptions as outlined in the Act. The main exemption requires that any personal information contained in the record NOT be disclosed.

- **Private Records**

The Act does not apply to private records in the Archives collection. Private records are the materials donated by individuals or organizations external to the university.

However, some records pertaining to private donations, including Deeds of Gift, and other donor files are university record (operational records of the Archives) , and therefore subject to the *Act*.

COLLECTION OF PERSONAL INFORMATION

For the purposes of the administration of the research services offered by the Archives, archives staff in the course of carrying out regular operations, need to collect personal information from individuals using the Archives

Any personal information collected by the Archives over the course of carrying out operations is **subject to the conditions laid out in the Act** for the protection of the privacy of individuals.

Personal information is collected from individuals for several purposes and in several formats, including:

General Reference Services

Registration cards
Daily register
Retrieval slips
Reproduction services
Invoices/ receipts
Wireless network registration

Specific Research services

Enquiries management
Loan agreements
Researcher agreements
Requests for photos from cold storage
Charge-out forms

Donor relations

Donor/ prospective donor files
Accession forms
Deeds of Gift
Temporary receipts

ACCESS TO YOUR OWN PERSONAL INFORMATION

Access is provided to an individual whose own personal information exists as part of the holdings or the Archives or as part of the administration of user services at the Archives. **Identification documentation is required when access is requested as a safeguard measure.** Please speak to the Archivist on duty in the Reading Room or contact us at (613) 533-2378 or archives@post.queensu.ca.

RESEARCH POLICY & PROCEDURES

Queen's University Archives collects records from many sources and is committed to providing access to those records for research and study purposes, serving the information needs of the University and the public in general, while protecting the privacy of individuals.

In the case of university records containing personal information:

- Personal information is **accessible only 30 years after the death of an individual** to whom the information relates.
- Access may be granted for specific and limited research purposes, if all conditions required by the Act are fulfilled, and once a **Researcher Agreement** is signed. (Form I- Freedom of Information and Protection of Privacy Act- [Reg. 460 10(1) ss. 1 to 8]).

PLEASE SPEAK TO AN ARCHIVES STAFF MEMBER PRIOR TO BEGINNING YOUR RESEARCH TO OBTAIN FURTHER INFORMATION AND THE NECESSARY FORMS.

ARCHIVES CONTACT

If you have any questions, comments or concerns regarding access to records and privacy practices at the Archives, please address your questions first to:

Queen's University Archives FIPPA Contact
Kathleen Ryan Hall
Queen's University
Kingston, ON K7L 3N6

Phone: (613) 533-2378
Fax: (613) 533-6403
archives@queensu.ca

QUEEN'S UNIVERSITY ACCESS & PRIVACY COORDINATOR

If you feel that archives staff have not been able to address your questions, comments or concerns, or you would like to make a formal access request, contact the Queen's University Access and Privacy Coordinator at:

Access and Privacy Coordinator
Office of the Vice-Principal (Operations and Finance)
99 University Avenue, Rm 224, Richardson Hall
Queen's University
Kingston, ON K7L 3N6

Phone: (613) 533-2211
Fax: (613) 533-6263
access.privacy@queensu.ca

INFORMATION ON THE ACT

Information and Privacy Commissioner of Ontario
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Toronto, Ontario
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Long Distance: 1-800-387-0073
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