

Privacy 101

Wellness Wednesday

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Outline

PART I: FOIPOP

- Why does privacy matter?
- What is personal information?
- Introduction of FOIPOP

PART II: Privacy: Best Practices

- Information Security & Privacy Breaches
- Best Practices

Questions?

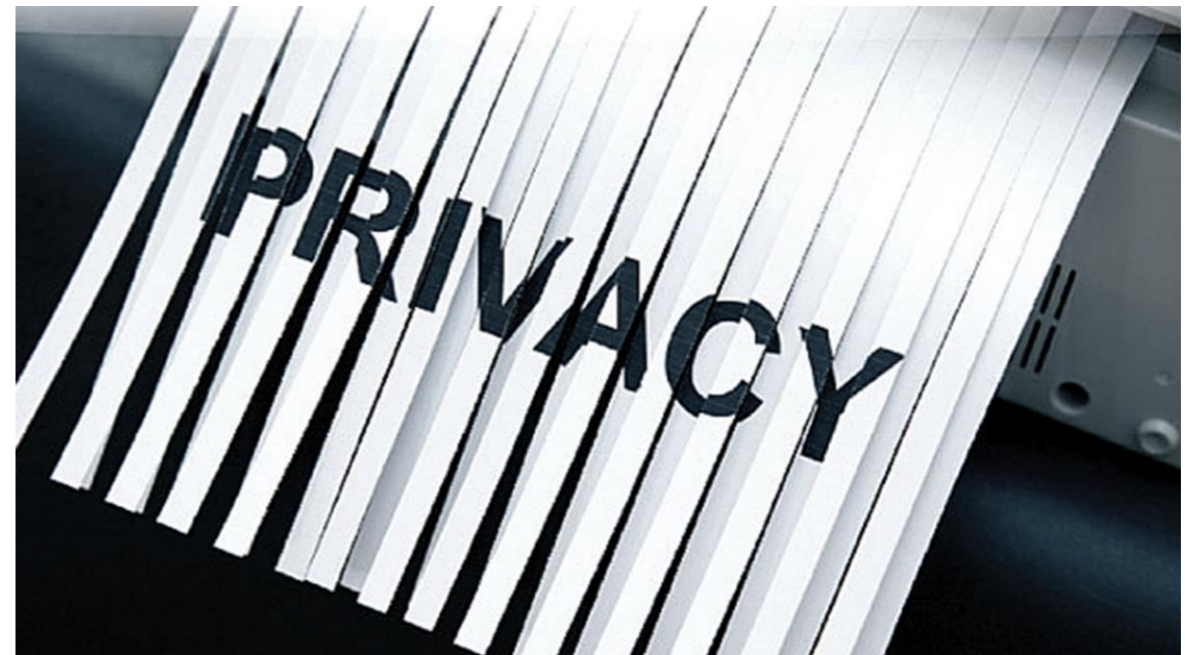


Image Source: <http://www.davidellis.ca/wp-content/uploads/2013/07/Privacy-is-stupid.jpg>

Why does Privacy Matter?

We live in an age of information sharing. Unfortunately, this means that it is easy for people to become complacent about privacy and information security; however, we all have the right to expect that our personal information will remain safe and secure.

Saint Mary's University is responsible for substantial amounts of personal information about students, faculty, staff, alumni, and donors. Protecting this information is a shared responsibility of all SMU employees.

RESPONSIBILITY

TRUST

REPUTATION

LIABILITY

Examples: Why does Privacy Matter?

What is Privacy?

Medical Information

Information about people

Security

Financial Information

Confidentiality

Why does Privacy matter?

Information can be used against others

Identity theft

Bias – job decisions, loans, etc.

Nefarious... stalking

Theft

Spam – data mining

What is Personal Information?

3.1 (i) “Personal Information” means recorded information about an identifiable individual, including:

- (i) the individual’s name, address or telephone number,
- (ii) the individual’s race, national or ethnic origin, colour, or religious or political beliefs,
- (iii) the individual’s age, sex, sexual orientation, marital status or family status,
- (iv) an **identifying number**, symbol or other particular assigned to the individual,
- (v) the individual’s fingerprints, blood type or inheritable characteristics,
- (vi) information about the individual’s health-care history, including a physical or mental disability,
- (vii) information about the individual’s **educational**, financial, criminal or employment history,
- (viii) anyone else’s opinions about the individual, and
- (ix) the individual’s personal views or opinions, except if they are about someone else;

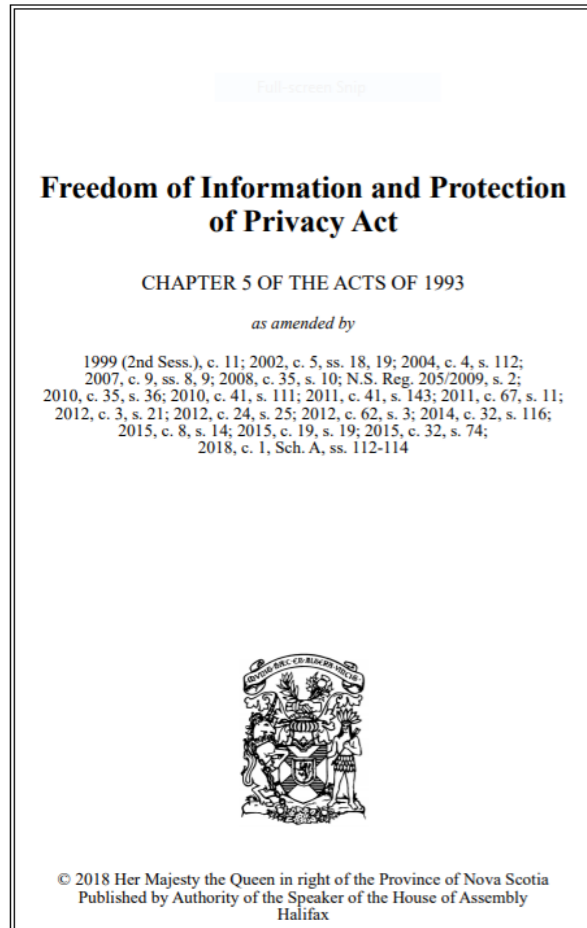
Personal

Information about an identifiable individual that is recorded in **ANY FORM**

NS FOIPOP Act: <https://nslegislature.ca/sites/default/files/legc/statutes/freedom%20of%20information%20and%20protection%20of%20privacy.pdf>

FOIPOP

Freedom of Information and Protection of Privacy



- Nova Scotia was the first province in Canada to enact a *Freedom of Information Act* in 1977.
- The *Act* was replaced in 1993 by the considerably improved *Freedom of Information and Protection of Privacy Act* (in force 1994).
- In 1999, the *provincial Act* was also extended to cover local public bodies including hospitals, **universities, colleges** and **school boards** (in force since 2000).

Information and Privacy Rights

There are two major rights under *the Act*:

- 1. Access:** the right of **access** to records in the custody or under the control of a public body, including your own personal information; and
- 2. Privacy:** the right of protection for the **privacy** of your personal information in the custody or under the control of a public body.

As employees of a public body we share in these responsibilities and duties.

Quick Quiz

Which example is **NOT** personal information?

- Jane Doe celebrated her birthday on July 17
- Student S255332 failed their Anthropology quiz
- Charles Darwin is enrolled in the Faculty of Arts
- Marie Curie works at SMU in the Science Building

Records: What is a **record** under the Act?

- The Act applies to **ALL records** in the custody or under the control of the public body.
- A **record** is documented or fixed information. This information may be correspondence, a video, emails, databases or any other source of recorded or stored information.

Note: You have the right to request **access** to your personal information, to **view** this information, to **ensure its accuracy**, and to **request correction** of errors.

When Do Access Rules Apply?

- ALL **records** in the custody, or under the control of Saint Mary's University are subject to the Act, and are "FOI-able"
- Records are defined in the Act to include anything on which information is recorded, and include emails, texts, PINs, photographs, etc.
- If an employee does work on a personal device, or uses personal email, that record must be produced in response to an access to information request.

When Do Privacy Rules Apply?

Privacy rules apply to all COLLECTION, USE & DISCLOSURE of personal information

A Summary of FOIPOP

Duty to Assist

“Pursuant to the Act, all public bodies, municipalities and local public bodies are obliged to adopt a policy of **accountability, openness and transparency** and to provide a **right of access** to information with limited exceptions. They are also obliged to ensure the **protection** of individuals' personal privacy.”

*NS Office of the Information and Privacy
Commissioner*

<https://oipc.novascotia.ca/about-the-review-office>

A Balanced Approach

In summary, the Act is intended to support a balanced approach of **access to information** while, at the same time, ensuring the **protection of personal information** and thereby respecting an individual's right to privacy.

Tips

Keep good records – always file centrally, and securely.

Keep personal information secure

Know the privacy rules that apply to your work

Basic Privacy Rules

- ✓ **No** collection unless authorized
- ✓ **No** use unless authorized
- ✓ **No** disclosure unless authorized
- ✓ **Keep personal information secure**

A public body cannot collect, use or disclose personal information unless specifically authorized under Nova Scotia's privacy laws.

For example, personal information may only be collected in three circumstances:

1. When expressly authorized by law
2. For law enforcement
3. Because it is directly related to and necessary for an operating program or activity

Advice

Be respectful of
individuals' privacy,
and follow
University policies

When in doubt,
ask your
Supervisor

Part II

Privacy: Best Practices

What is a Privacy Breach?

A privacy breach occurs when personal information is collected, retained, used or disclosed in ways that are not in accordance with the provisions of the Act.

It's the LAW: Mandatory Data Breach Reporting

NOTE: As of Nov 1, 2018, we are required by law to report privacy breaches involving personal information, even if they do not pose a real risk of significant harm to an individual. These records must be maintained for a period of 24 months after determining that a breach has occurred.

Canada Student Loans Privacy Breach Class Action – Notice of Settlement Approval

From [Employment and Social Development Canada](#)

News

How data breaches cause harm even if no financial info is stolen

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Edmonton

Laptop stolen with health information of 620,000 Albertans



Health officials recently

CBC News · Posted: Jan 22, 20

Delaware college dean sends list of failing students to all students

November 8, 2010

This week, the dean of students at Delaware-based Wesley College mistakenly forwarded to the school's 2,400 students an e-mail containing the names of 18 students at risk of flunking out. Originally sent to academic advisers, the e-mail described one student as

mine shaft in Chile." When college administrators recalled the e-mail, but not before it had already been opened. The institution has apologized and the breach potentially violated the US Family Educational Rights and Privacy Act. [The Chronicle of Higher Education](#)

Person Contact | News | College | City | WS | Print this page | Tweet | Share | Share | Share

A recent data breach at an Ontario college highlights the importance of educating clients on cybersecurity, even if no financial information was exposed.

"Even having your name, address and date of birth stolen can still cause problems," Don Duncan, security engineer for Vancouver-based NuData Security, said Tuesday. "Cybercriminals can use this information to create a complete profile of students. Add a bit of social engineering, and they can start cracking all types of accounts and even open up new accounts in the students' names."

Duncan said protecting data from breaches is becoming increasingly challenging, but innovations in technology and following best practices can help organizations detect and mitigate damage after a breach.

Organizations should implement



Politics

CBC warns past, current staff personal data may be at risk after break-in, theft of computer



Corporation has budgeted \$300,000 to cover outreach, insurance costs

CBC News · Posted: May 16, 2018 4:20 PM ET | Last Updated: May 16, 2018



Province just sort of stumbles across massive data breach

Personal information for thousands of Nova Scotians compromised thanks to paper-thin security standards.

Posted By [Jacob Boon](#) on Wed, Apr 11, 2018 at 9:36 PM



The province has been opaque about its transparency website's dangerous transparency. - VIA ISTOCK

The province has been opaque about its transparency website's dangerous transparency.

VIA ISTOCK

In the News



Examples of Privacy Breaches

Among the most common breaches of personal privacy is the unauthorized disclosure of personal information, such as:

- sending communications to the wrong recipient (email, FAX)
- improper records destruction procedures
- loss or theft of unsecured devices, such as laptop computers, smart phones, digital cameras, or portable storage devices (USB sticks)
- unauthorized access (snooping, looking up your co-worker's birthday)

Snooping leads to Class-action lawsuit...

Nova Scotia

Class-action lawsuit filed against Nova Scotia Health for privacy breaches



Seeks to create a class of more than 300 plaintiffs for privacy breaches since 2018



[Jack Julian](#) · CBC News · Posted: Nov 20, 2020 6:43 PM AT | Last Updated: November 23



[Class-action lawsuit filed against Nova Scotia Health for privacy breaches | CBC News](#)

Harder-to-Spot Privacy Breaches

Your daughter sat in your office while you completed a few performance evaluations

- Unauthorized Disclosure

You left out those performance files overnight so you can get back to them first thing in the morning

- Security

You post work-party photos on Facebook

- Unauthorized Disclosure - consent

Best Practices: Passwords



Image Source: <http://www.techeconomy.it/wp-content/uploads/2014/01/password.png>

- ✓ Select a secure password
- ✓ Never share or disclose your password
- ✓ Do not use the same password for multiple accounts
- ✓ Do not use a dictionary word
- ✓ Adopt long passphrases

Best Practices: Email & Internet

- Update your operating system regularly
- Be aware: spyware and viruses can be sent as email attachments.
- Double check that you have the correct email address **BEFORE** sending
- Make it easier for others to identify you by including your profile photo, or an icon/logo representing your department on your internal mail



Image Source: <https://www.techtrends.co.zm/wp-content/uploads/2014/07/foto-oops-e1373900707160.jpg>

Mobile Devices: Know the risks



Image Source: http://pngimg.com/uploads/smartphone/smartphone_PNG8514.png



Image Source: http://freesoftwaremagazine.com/articles/grub_intro/usb_flash_memory_key.jpg

- Do you really need to transport personal information? (i.e., taking work home)
- Password Protection & Encryption
- Physically protect and secure your device (i.e., don't leave your laptop in your car)
- Promptly report lost or stolen devices
- Be selective when downloading apps

Best Practices: Office

- Clean-Desk Policy
- Lock filing cabinets
- Shut down your computer at the end of every work day
- Proper disposal of records – if you don't need it – delete it



Image Source: https://linux.com/wp-content/uploads/2016/02/basura_confidencial.jpg

Best Practices: Working from Home

We have the same responsibility to protect confidential information in our custody, whether working on campus, or at home.

- Don't leave work documents lying around for anyone to see
- If you need to store work documents on a USB or hard drive, ensure they are kept in a locked cabinet or secure room to prevent loss or theft
- Make sure your work is not visible to anyone
- Avoid having confidential work conversations near others who are not authorized to hear them
- Use camera covers to hide your camera
- Don't work near smart speakers – power them off while you are working
- Don't let your family members use your work devices
- Keep your software up to date

Privacy and Information Security Resources @ SMU

Website: <https://smu.ca/about/foipop.html>

FOIPOP

[Guidelines for Requests](#)

Record-Keeping Tips

Confidential Records

Student Information

Use of Email

Administration of Rights

FAQs

Information

Web Sites

Web Sites

Information

Information Security:
<https://smu.ca/academics/it/ss-information-security.html>

**Security Awareness
Education:**
<https://smu.ca/academics/it/ss-security-awareness-education.html>

**Cybersecurity while
working remotely**
<https://smu.ca/virtualuniversity/cybersecurity.html>

Beauceron Cybersecurity Training

Beauceron Cybersecurity Training

◆ [Beauceron](#) • [Cyber](#) • [Cybersecurity](#) • [Training](#) • [phishing](#) • [risk](#)

What is Beauceron?

Beauceron is a licensed cybersecurity awareness training platform available for Saint Mary's University community. It is a computer-based cybersecurity awareness training program for students, faculty and staff. The focus of the training will be on cybersecurity awareness education and email phishing simulations - which will serve to test knowledge acquired by the users and effectiveness of the training. This training will equip the university community with necessary skills to protect their presence on the Internet.

How to enroll in the Training.

Faculty and staff will be enrolled through their respective department by ITSS. All request for enrollment should go to the ITSS Helpdesk. At the moment, students' access to the training is being worked out.

Full-screen Snip

Enroll Today!

<https://ppm.smu.ca/TDClient/KB/ArticleDet?ID=451>

Beauceron Cybersecurity Training

Self-Directed Course-based training

- Privacy Basics
- Privacy in Practice
- Tips to Protect Your Privacy Online
- Cybersecurity for Faculty
- Cybersecurity for Remote Workers: How to protect yourself and your organization
- Student Cyber Safety 101

Additional Resources

Freedom of Information and Protection of Privacy Act:

<https://nslegislature.ca/sites/default/files/legc/statutes/freedom%20of%20information%20and%20protection%20of%20privacy.pdf>

Managing a Privacy Breach: <https://beta.novascotia.ca/documents/manage-privacy-breach-protocol-and-forms>

Nova Scotia FOIPOP: <https://novascotia.ca/tran/hottopics/FOIPOP.asp>

Office of the Privacy Commissioner of Canada: <https://www.priv.gc.ca/en/>

Online Privacy: Tips & Best Practices: <https://www.priv.gc.ca/en/privacy-topics/technology-and-privacy/online-privacy/>

Personal Information International Disclosure Protection Act (PIIDPA):

<https://nslegislature.ca/sites/default/files/legc/statutes/persinfo.htm>

Personal Information Protection and Electronic Documents Act (PIPEDA): <https://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-personal-information-protection-and-electronic-documents-act-pipeda/>

Saint Mary's University FOIPOP: <https://smu.ca/about/foipop.html>

References

Slide 6: FOIPOP: Freedom of Information and Protection of Privacy

<https://nslegislature.ca/sites/default/files/legc/statutes/freedom%20of%20information%20and%20protection%20of%20privacy.pdf>

Slide 18 : In the News

- <https://www.thecoast.ca/RealityBites/archives/2018/04/11/province-just-sort-of-stumbles-across-massive-data-breach>
- <https://www.cbc.ca/news/canada/edmonton/laptop-stolen-with-health-information-of-620-000-albertans-1.2507161>
- <https://www.academica.ca/top-ten/delaware-college-dean-sends-list-failing-students-all-students>
- <https://www.canada.ca/en/employment-social-development/programs/canada-student-loans-grants/privacy-breach-notice.html#h2.1>
- <https://www.cbc.ca/news/politics/cbc-privacy-breach-insurance-1.4665909>
- <https://www.canadianunderwriter.ca/legal/data-breaches-cause-harm-even-no-financial-info-stolen-1004134615/>
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Thank You

Questions



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