

How 2014 FIPPA Amendments affect Your Records Management Responsibilities at Ryerson: Guidance for Faculty and Staff

Note 1: The amendments came into force January 1, 2016

Note 2: The sections in grey are the amendments as embedded in the Act

Amendments to FIPPA		Faculty and Staff Responsibilities for Compliance
<p>Measures to ensure preservation of records</p> <p><u>10.1</u> Every head of an institution shall ensure that reasonable measures respecting the records in the custody or under the control of the institution are developed, documented and put into place to preserve the records in accordance with any recordkeeping or records retention requirements, rules or policies, whether established under an Act or otherwise, that apply to the institution. 2014, c. 13, Sched. 6, s. 1.</p>		<ol style="list-style-type: none"> 1. Read Ryerson’s RM Policy, Procedures, Records Retention Schedule (“RRS”), Processes and Tools (www.ryerson.ca/gcbs/records) 2. Ask Questions such as: <ol style="list-style-type: none"> a. Can you find your department’s records in the RRS? If not, contact us to amend the RRS. b. Do you know what you should do with your department’s records? If not, contact us to get started. c. Do you have records which you need to retain but no longer need to keep in your office? If yes, contact us to learn about off campus storage options. d. Do you have records which have exceeded their retention periods? If yes, contact us to learn about secure records disposition options.
<p>Offences</p> <p><u>61. (1)</u> No person shall, (c.1) alter, conceal or destroy a record, or cause any other person to do so, with the intention of denying a right under this Act to access the record or the information contained in the record;</p>		<ol style="list-style-type: none"> 3. Retain records containing Personal Information for a minimum of 1 year from last use and only as long as is required according to the RRS. 4. Contact recordsmanagement@ryerson.ca or leanne.sachs@ryerson.ca at any time to learn more or to obtain answers any questions you have about managing University Records at Ryerson.