



Policy on Privacy re. Collection of Personal Contact Information

Queen's University is governed by FIPPA ([Freedom of Information and Protection of Privacy Act](#): <https://www.ontario.ca/laws/statute/90f31>).

Queen's University collects personal information such as e-mail addresses, profession, home address etc. about our participants for the purposes of:

- 1) enabling online education
- 2) enabling notification of future educational related events. Participants must choose to both subscribe to all newsletter communications and have an option to unsubscribe. There is an exception to this law in cases where the audience is internal to Queen's.
- 3) enabling registration and contact details for payment follow-up should there be rejected payment(s)
- 4) evaluation of programs and program planning
- 5) Customization of program for audience

Queen's University will protect and retain personal contact information for seven (7) years in a secure manner unless individual participants request otherwise.

Any and all information collected for research or scholarship activities is governed by the [Health Sciences Research Ethics Board](#). <http://www.queensu.ca/urs/ethics/health-sciences-and-affiliated-teaching-hospitals-research-ethics-board-hsreb>

If a participant has any further questions, he/she should contact the FIPPA contact: <http://www.queensu.ca/accessandprivacy/contact>

See Also

Queen's University Record Management Policy <http://archives.queensu.ca/records-management/policy>

Original approved by Faculty Board: February 1, 2008

Revision Approved by Faculty Board Executive: June 13, 2012

Revised by CPD Advisory Committee: December 7, 2016 and March 8, 2017

Revision Approved by Faculty Board Executive: April 6, 2017