

COLLECTION NOTICE TEMPLATE

FIPPA states that where Personal Information is collected on behalf of an institution, the individual from whom the information is collected shall be informed of:

- the legal authority for the collection;
- the principal purpose or purposes for which the personal information is intended to be used; and
- the title, business address and business telephone of the institutional officer who can answer any questions the individual may have about the collection and use of their personal information.

Following is an example of generic language that may be used as a 'Collection Notice' on forms that are used to collect Personal Information at Carleton University, whether from faculty, staff or students. This example can be used as a template to compose collection notices whenever your department should require them.

Sample Collection Notice

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the *Freedom of Information and Protection of Privacy Act* (FIPPA), R.S.O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless you provide your consent. Should you have any questions concerning your personal information please contact <Insert name of departmental FIPPA Contact>, FIPPA Representative for the School of/Department of <Insert Address and Phone Number of FIPPA Contact>. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.

Insert the name of your Departmental FIPPA representative (usually the Administrator)

Insert the name of your office or department and contact information here.

This template is also available on Carleton's FIPPA pages

(http://www2.carleton.ca/privacy/ccms/wp-content/ccms-files/collection_general.pdf)

under 'Forms and Procedures'.

A Collection Notice, which applies only to the collection of personal information, should not be confused with obtaining consent. Evidence of consent (usually a signature) should be accompanied by an explicit statement stating exactly what the individual is consenting to.