

FACT SHEET

The purpose of this Privacy Fact Sheet is to answer some common questions about the application of the *Freedom of Information and Protection of Privacy Act* (FIPPA) to Outlook calendars in our email system.

This document sets out what you need to know when entering information into an Outlook calendar.

Outlook calendars are a tool used for viewing availability and scheduling appointments, meetings, events and tasks. They can manage an individual's activities or be shared among a group.

Are Outlook calendars subject to FIPPA?

Outlook calendars considered to be records and can be requested under FIPPA. The Act allows members of the public to request access to "records" held by public bodies, subject to limited exceptions.

Therefore, individuals should be aware that there is a possibility that information in work-related calendars may be disclosed in response to an access request made under the Act.

GUIDELINES ON CREATING OUTLOOK CALENDAR RECORDS

Plan carefully how you will enter meetings and other information into your Outlook calendar.

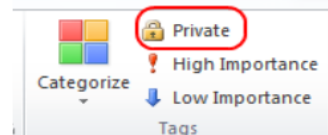
- ❖ Avoid using long or sensitive personal communications.
- ❖ Use Committee names or standard acronyms e.g., RCMP
- ❖ When creating a meeting with an individual, use the subject of the meeting, as the title, not the client's name.
- ❖ Avoid documenting personal views on an individual or subject matter. Your opinion could become a public record!
- ❖ Be careful about what documents and emails you attach to your meeting requests. Do they contain personal or confidential information? Can this information be shared? Does everyone on the meeting invite list have a business need to know this information?
- ❖ Do not disclose the contents of the calendar entries to others unless you are certain that they do not contain confidential or personal information.
- ❖ Forward any requests for records immediately to the FOI Coordinator. There is a requirement to respond in 30 working days and the clock starts ticking the day the request is received.

Under FIPPA, a record can be in any format. This means the messages, appointments, and meetings in your Outlook calendar are records and may be subject to an FOI request.

FIPPA doesn't allow severing to avoid embarrassment. However, if events are recorded in an accurate, neutral fashion, there is no cause for alarm in releasing records.

Where possible, avoid adding personal information in calendar entries. i.e., an individual's home address, home phone numbers, cell phone numbers and personal email.

If you use a shared calendar, use it to track work related activities only. Employees have a right to privacy.



If you must schedule private appointments in your work calendar, flag them 'private'.

Use your outlook calendar to track Council and work related activities only. Mark personal appointments



