

Personal Information is **ANY** recorded Information that identifies an individual **Directly** or **Indirectly**.

Examples include:

- The individual's name, address or telephone number.
- The individual's race, national or ethnic origin, color, religious or political beliefs.
- Identification numbers (including bar codes) and reading and viewing choices.
- The individual's age, gender, sexual orientation, marital status or family status.
- An identifying number, symbol or other particular assigned to the individual.
- The individual's fingerprints, blood type or inheritable characteristics.
- The individual's health care history, including physical or mental disability.
- The individual's educational, financial, criminal or employment history.
- Anyone else's opinions about the individual.
- The individual's personal views or opinions, except if they are about someone else.

This definition of personal information is not exhaustive. There may be other types of information that, alone or in combination, would reveal the identity of a particular individual.

The following are examples of personal information:

- Personnel files
- Human Resource and Payroll information
- Employee appraisals
- Customer name and address
- Credit card numbers
- Licence plates
- Location information such as IP addresses, GPS location, etc.

Personal information **DOES NOT INCLUDE** information that would enable an individual to be contacted at a place of work, such as an employee's name, business address, business e-mail and business telephone number.

The work produced by employees while performing their duties, for example e-mail, documents and images, **IS NOT** the employee's personal information. These records belong to the employer.