

Freedom of Information fact sheet

Managing your email

Fleming College, like all colleges and universities in Ontario is subject to the Freedom of Information and Protection of Privacy Act ("FIPPA") which governs the way personal information is collected, used, disclosed, retained and destroyed.

As a Fleming College employee, you have been given an email account to be used for your employment. As an employee, you may have access to confidential or sensitive information. Confidential information could include personal information of students or other employees. For example, you could have access to student numbers, grades, and completed tests and term papers.

Under FIPPA, it is a violation of privacy to disclose personal information to a student or to an employee who does not have a legitimate need to know for the purposes of their employment.

You should know that the records you create and receive as an employee, including emails, are legally classed as College records. This also applies to College records created in non-College systems such as Gmail, Hotmail etc.. They are therefore subject to any rules and procedures pertaining provincial access and privacy legislation.

You should not forward your employee email to any other personal email account. This creates a risk for the College and you as an employee in terms of privacy breaches and complaints.

If you do not keep your work-related emails separate from your own personal emails, you risk your personal email account being drawn into a search for records and legal action. It is possible that an FOI request for access to records (including emails) could be made. If these records exist in your personal email you will be required to search for, and produce, records from your own personal email in response to the request.

It is recommended that all employees use their College provided email for work purposes and a non-College account for personal email. This reduces College risk and protects your own personal privacy.