



Disclosing Personal Information of Employees to Third Parties

1. Introduction

It is incumbent on all University of Calgary staff to ensure that the personal information of employees of the university is not inappropriately disclosed. Personal information is defined in the *Freedom of Information and Protection of Privacy (FOIP) Act* as recorded information about an identifiable individual. It includes such information as: an individual's name, home or business address; home or business telephone number; e-mail address; and other information that is not in the public domain. It provides authority to respond to:

- a request for access under the FOIP Act (formal access request);
- a general request for personal information about an employee (routine disclosure); or
- a request or an intent to publish personal information about employees (active dissemination).

The following protocol will help staff to make appropriate disclosure decisions.

2. Personal Information in the Public Domain

You may disclose an employee's personal information to a third party if the disclosure is of the following nature:

- rank, classification
- salary range
- discretionary benefits
- relevant educational qualifications
- attendance at or participation in a public event or activity related to the institution (e.g. graduation, sporting or cultural event)
- personal information already in the public domain
- publications listed in the academic staff annual report

When individuals are hired by the University of Calgary, they acknowledge that, although the above information is personal information and subject to the FOIP Act, it is in the public domain and may be disclosed.

When disclosing personal data is included in the e-mail or other communication, check the directory to see if the

3. Confidential Personal Information

You must refuse to disclose an employee's personal information to a third party if the disclosure would be an unreasonable invasion of the employee's privacy.

It is an unreasonable invasion of privacy at the University of Calgary to release the following kinds of information to a third party unless the disclosure is authorized under section 40:

- exact salary or any information that might indicate an exact salary amount
- home address or telephone number
- information relating to an individual's race, national or ethnic origin; age, marital or family status; health and health care history
- employment history
- ID number
- evaluative information
- birth date

4. Disclosing with Consent

You may disclose an employee's personal information to a third party if the employee has identified the information and consented in writing to the disclosure (s.40(1)(d)). Written consent should be acquired prior to disclosure in the following kinds of cases:

- a credit card company or bank requests exact salary information
- a potential employer requests an evaluation of a former or current employee
- a potential employer requests details regarding the employment history of a former

