

2016/17 Personal Information Protection Assessment (PIPA)

DEFINITIONS:

- **Agencies** [definition: outside agencies such as Canada Revenue Agency, Canadian Border Services]
- **Confidential Information** [definition: Information Resource is considered to be highly sensitive business or Personal Information, or a critical system. It is intended for a very specific use and may not be disclosed except to those who have explicit authorization to review such information, even within a workgroup or Unit. Examples: Social Insurance Number; Driver's License Number; access device numbers. For a complete list please see: [Appendix A of the University Information Security Classification Procedures](#)]
- **Cloud Services** [definition: services that provide storage of and access to data over the Internet]
- **Database** [definition: web-based applications, excel spreadsheets and access databases but **not** including the enterprise system]
- **Deletion** [definition: removal of information from electronic devices and storage media]
- **Enterprise Systems** [definition: Enterprise Systems includes systems provided by University Systems such as Fast, Banner, Raiser's Edge, Connect/SharePoint]
- **Highly Confidential Information** [definition: Information Resource is so sensitive or critical that it is entitled to extraordinary protections. Examples: Academic concessions; criminal records checks; health, disability or counselling information. For a complete list please see: [Appendix A of the University Information Security Classification Procedures](#)]
- **Mobile Devices** [definition: laptop, tablet, iPad, smart-phone]
- **Information Systems** [definition: processes, organization, technologies, equipment and facilities that collect, process, store, display, transmit and disseminate information]
- **Non- centralized environment** [definition: applications, websites, services, back-up]
- **Other/Community Member** [member of the general public who has a relationship with the University]
- **Personal Information** [definition: means recorded information about an identifiable individual other than contact information]
- **Primary Office** [definition: an office or offices responsible for keeping the original and/or official versions of Records, and responsible for carrying out the approved Disposition of such Records]
- **Records Disposition** [definition: disposal of records by a unit, through destruction, secure destruction, or transfer to the University Archives]
- **Role-based access** [definition: UVic email addresses that can represent a group, role, department, or program]
- **Secure Destruction** [definition: permanent physical destruction of paper records and electronic devices, rendering unreadable or unrecoverable the information they contain]
- **Transfer to Archives** [definition: Records that are identified as having long-term legal, administrative, or historical value are transferred to the custody of

the University Archives. These records classifications are identified in DOR]