

# Fact Sheet

## Students Employed by Queen's: How to Manage Email and Other Records



### Email

As a Queen's University student who is also a Queen's employee, you have been given a separate NetID from your student NetID to be used for your employment. It is very important to keep your employee identity separate and distinct from your student identity.

Whether you are a Teaching Assistant or any other kind of student employed by Queen's, you may have access to confidential or sensitive information. Confidential information could include legal or financial documents, research data, patent applications, or draft policy documents.

Confidential information could also include personal information of students or others. If you are a TA, for example, you could have access to student numbers, grades, completed tests and term papers.

Queen's University, like all 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. Under FIPPA, it is a violation of privacy to disclose a student's personal information to another student; however, it is not a violation of privacy to disclose a student's

**Personal information** is anything that can be used to identify someone, including their:

- f* race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status
- f* educational, medical, psychiatric, psychological, criminal or employment history
- f* name, address, telephone number, fingerprints, or blood type
- f* identifying number (SIN, student ID, employment ID), symbol, or other particular assigned to them

**Personal information** is NOT:

- f* a name, title, or contact information that identifies someone in their business, professional, or official capacity even if they conduct their business from home

