

Procedures for: “Access to Information and Privacy”**Office of Administrative Responsibility:**

Legal Office

Policy Owner (Sponsor):

Vice-President, Administration

Procedures Approved by:

Vice-President, Administration

Category:**Policy Number:****Last Revision Date:** Dec 16, 2023**Effective Date:** May 1, 2026**Next Review Date:** June 30, 2027**Procedures (Procedures Steps):**

The Access and Privacy Officer makes resources available to University Community Members at privacy.usask.ca.

University Community Members may contact the Access and Privacy Officer at privacy@usask.ca for guidance on complying with LAFOIP and applying this policy and any related procedures.

Schedules for the retention and disposition of records are approved and disseminated in accordance with the Management of University Records policy. Schedules are available at <https://policies.usask.ca/policies/operations-and-general-administration/management-of-university-records.php>.

To submit a request for access to information, or request a correction of personal information, please visit the [Access to Information and Privacy website](#).

Definitions

The source of institutional approved definitions is in the Academic and Curricular Nomenclature

Related Policies/Documents

- [Academic and Curricular Nomenclature](#)
- [Access to Information and Privacy](#)
- [Data Management](#)
- [Fraud Deterrence](#)
- [Information Technology Use](#)
- [Information Technology Security](#)
- [IT Communications](#)
- [Management of University Records](#)
- [Retention Schedules](#)
- [Safe Disclosure](#)