



University
of Regina

General Data Protection Regulation (GDPR) RULES

All Personal Data of a Data Subject from or in the EU (a “**GDPR Subject**”) shall be:

- (a) Processed lawfully, fairly and in a transparent manner in relation to individuals (“**lawfulness, fairness and transparency**”);
- (b) Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes (“**purpose limitations**”)
- (c) Adequate, relevant and limited to what is necessary in relation to the purpose for which they are process (“**data minimisation**”);
- (d) Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that Personal Data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay (“**accuracy**”);
- (e) Kept in a form which permits identification of Data Subjects for no longer than is necessary for the purposes for which the Personal Data are processed; Personal Data may be stored for longer periods insofar as the Personal Data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals (“**storage limitation**”);
- (f) Processed in a manner that ensures appropriate security of the Personal Data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures (“**integrity and confidentiality**”).

These requirements are similar to those imposed under *The Local Authority Freedom of Information and Protection of Privacy Act* (“**LAFOIP**”) and the *Personal Information Protection and Electronic Documents Act* (“**PIPEDA**”).

As such, in order to comply with GDPR, when collecting or using Personal Data of GDPR Subject the University of Regina must:

- (g) Identify a “lawful basis” for collecting and using the GDPR Subject’s Personal Data;
- (h) Ensure that the University of Regina does not do anything with GDPR Subject’s Personal Data in breach of any other laws;
- (i) Use the GDPR Subject’s Personal Data in a way which is fair;
- (j) Be clear, open and honest with people from the outset about how the University of Regina will use the GDPR Subject’s Personal Data.

Again, this is relatively consistent with the University of Regina’s current practices relating to personal information generally.

What constitutes a lawful basis for Processing a GDPR Subject’s Personal Data:

- (k) The GDPR Subject has given consent to the processing of his or her Personal Data for one or more specific purposes;
- (l) Processing is necessary for the performance of a contract to which the GDPR Subject is a party or in order to take steps at the request of the GDPR Subject prior to entering into a contract;
- (m) Processing is necessary for compliance with a legal obligation to which the University of Regina is subject;
- (n) Processing is necessary in order to protect the vital interests of the GDPR Subject or of another natural person;
- (o) Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the University of Regina;
- (p) Processing is necessary for the purposes of the legitimate interest pursued by the University of Regina or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the GDPR Subject which require protection of Personal Data, in particular where the GDPR Subject is a child.

The most relevant lawful bases applicable to the University of Regina are consent, performance of a contract and legitimate interest.

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Privacy & Access Office