



Date: February 12, 2007

To: All Hiring Managers

Re: Freedom of Information and Protection of Privacy Act (FIPPA)

In accordance with the new FIPPA legislation, we are required to provide a Notice of Collection to every individual from whom we collect personal information on behalf the University.

As we most definitely collect and retain personal information throughout our interview and selection procedures when hiring staff, it is important that we provide the attached Notice of Collection to all candidates we interview.

Effective immediately, please:

- Ask all interview candidates (both internal and external) to complete and sign the attached Notice of Collection prior to beginning an interview or assessment meeting, as the case may be;
- Ask any candidate for whom you will be checking external references to also complete and sign the [Authorization form for External Reference Checks](#);
- Retain signed copies of all Notices of Collection with your selection documents, to be kept on file for at least twelve months.

Questions? Please feel free to contact your Human Resources Area Office:

Central HR
Gilmour Hall-304
x24554

Health Sciences HR
HSc 2J1A
x22207

Campus Services HR
CSB-113
x23231

Library HR
Mills Library
x24722

**Notice of Collection of Personal Information under the
Freedom of Information and Protection of Privacy Act**

Re: Employment Interview / Assessment Meeting

I acknowledge having been asked to participate in an employment interview or assessment meeting with a representative of McMaster University. I further acknowledge that McMaster University will collect certain of my personal information during the course of this interview or meeting.

The information is collected under the authority of the *McMaster University Act*, 1976. The information is used for the academic, administrative, employment-related, financial and/or statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni relations; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and is being collected pursuant to section 39(2) and section 42 of the *Freedom of Information and Protection of Privacy Act* of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the University Secretary, Gilmour Hall, Room 210 McMaster University.

By my signature below, I acknowledge having read and understood the foregoing information.

Print Name

Date of interview or meeting

Signature

Date Signed