

FLO Update



UNIVERSITY OF ALBERTA
INFORMATION AND PRIVACY OFFICE

Special Data Privacy Day Edition - Winter 2021

Message from the Information and Privacy Office

Hello everyone,

IT's DATA PRIVACY DAY! We would have loved to host you all for coffee and cake to celebrate but since that is not possible this year we thought we send a little note to commemorate the day!

Data Privacy Day provides us with a great opportunity to remind the amazing FLO network about the practical resources we have available to stay privacy-aware and compliant that can be passed along!

Wishing all the best
Mary Golab

New and improved

[University Archives Website!](#)

The new site contains some great features which enable you to search and access digitized collections housed on Internet.

Please take a look and explore some of the great photographs and information we have in our holdings.

Four ways you can start the year strong!

Is the information on your mobile device at risk?

If your device is lost or stolen, encryption prevents thieves from accessing both University and your own personal information. Get more information about how to encrypt your mobile devices [here](#)

Have you reviewed and destroyed any transitory records yet?

Most of the emails you send and receive are transitory and you are expected to destroy them. We have created [guidance to help you identify transitory records](#) and tips on how to [manage your email going forward](#).

Are you sure you are looking at the right version?

Sending an old or incorrect version of a document is annoying and sometimes outright embarrassing. Fortunately, Gmail provides a simple way to ensure that everyone has the most up-to-date version of the record. [Simply link to the document](#). Not only will everyone see the same version, but this will reduce the number of duplicates you are forced to manage.

Isn't PARIS beautiful this time of year?

I'm sure you have attended, but how many people in your portfolio have attended PARIS training? Set yourself a goal of having 10 people from your Portfolio attend PARIS this year - the better your Portfolio is at managing information, the less of your time will be spent responding to FOIP requests and breaches.

Registration is simple and we encourage everyone to attend: [PARIS Through the Learning Centre](#)