

FLO Update

Summer 2020

Message from the Information and Privacy Office

Hello everyone,

I hope everyone has been able to get out and enjoy the summer. While we could certainly use some more sunshine, I hope that everyone is enjoying the longer days and mild weather that summer has brought us. As a gardener, I'm grateful for the rain we had this summer but pulling what seems like thousands of tree seedlings has become a bit tedious!

Wishing all the best and I hope to see you at our next meeting on Tuesday, October 6, 2020

Mary Golab

Register today to see PARIS!

Register through the [LearnCentre](#)

More information can be found at this [link](#)

News and Announcements

Thinking of purchasing new software?

Are you aware that all new or proposed system implementations (even free) used on campus should have a privacy and security review completed? It can take 6 – 8 weeks to complete depending how quickly the information required for the review can be provided.

Get your PSRs in now!

<https://privacyandsecurity.ualberta.ca/checklist.html>

Working From Home

University employees are working from home it is important to understand your privacy and records management responsibilities don't end in the office.

More information can be found at this [link](#)

Google Hangouts has retired long live Google Chat!

Chat makes it easy to communicate with team members individually or as a group. From direct messages to group conversations in dedicated virtual rooms, Chat helps teams get things done by providing a central place to discuss and collaborate efficiently on specific topics.

However, email systems (including UAlberta Gmail) and instant messaging systems (such as google Chat or hangouts) are generally not considered an appropriate system for the ongoing management (retention) of Official records. Official records should be moved out of these systems and into systems that meet the requirements of the Records Management Policy.

More information can be found at this [link](#)