

## **10 Fair Information Principles**

### ***Principle 1 Accountability***

An organization must designate an individual accountable for compliance with the 10 fair information principles.

### ***Principle 2 Identifying Purpose***

The purpose for which personal information is collected shall be identified by the organization at the time or before the information is collected.

### ***Principle 3 Consent***

Knowledge and consent of the individual are required for the collection, use or disclosure of personal information, except where inappropriate.

### ***Principle 4 Limiting Collection***

Collection shall be limited to personal information that is necessary for the purposes identified by the organization.

### ***Principle 5 Limiting Use, Disclosure and Retention***

Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with consent or as required by law.

### ***Principle 6 Accuracy***

Personal information shall be accurate, complete and up to date as necessary for the purpose for which it is to be used.

### ***Principle 7 Safeguards***

Personal information shall be protected by security safeguards appropriate to the sensitivity of the information.

### ***Principle 8 Openness***

An organization shall make readily available to individuals specific information about its policies and practices relating to the management of personal information.

### ***Principle 9 Individual Access***

Upon request, an individual shall be informed of the existence, use and disclosure of his or her personal information and shall be given access to that information.

### ***Principle 10 Challenging Compliance***

An individual must be able to challenge compliance by making a complaint to the designated individual responsible for compliance with the privacy policy or applicable privacy statute.

---

Saskatchewan Information and Privacy Commissioner

Website: [www.oipc.sk.ca](http://www.oipc.sk.ca)

Phone: (306) 787-8350

Fax: (306) 798-1603

Email: [webmaster@oipc.sk.ca](mailto:webmaster@oipc.sk.ca)