



## POLICY ON THE EMERGENCY RELEASE OF PERSONAL INFORMATION

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**Effective Date:** January 12, 2010

**Originating Office:** Office of the Secretary-General

**Supersedes/Amends:** January 27, 2003

**Policy Number:** SG-5

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### SCOPE

This policy applies to all employees and students of the University.

### PURPOSE

The purpose of this policy is to provide the University with a framework in order to comply with:

- certain provisions of [\*Act respecting Access to documents held by public bodies and the Protection of personal information\*](#) concerning the conditions under which personal and confidential information must be released, without the individual's consent, by the University in emergency situations; and
- certain provisions of [\*An Act to protect persons with regard to activities involving firearms\*](#) (known as "Anastasia's Law") which create duties for certain members of the University to inform the police of dangerous or potentially dangerous situations taking place on campus involving firearms. The Act authorizes the disclosure of personal information under certain circumstances and provides that the identity of individuals disclosing such information shall be protected.

### DEFINITIONS

"*Campus*" refers to the entire premises of the University, including the grounds of the institution and the structures standing on those grounds, as well as transportation vehicles such as the shuttle bus.

"*Professional*" refers, in this Policy, to any physician, psychologist, vocational guidance counselor or psycho-educator, nurse or social worker or marriage and family therapist.

## POLICY ON THE EMERGENCY RELEASE OF PERSONAL INFORMATION

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Page 2 of 3

### POLICY

1. The University shall release personal and/or confidential information, without the consent of the individual concerned, to prevent an act of violence, including suicide, when there is reasonable cause to believe that there is an imminent danger of death or serious bodily injury to either a person or an identifiable group of persons.
2. The Secretary-General or designate is the administrator responsible for determining whether a request satisfies the conditions described in article 1.
3. Prior to determining the merit of the request, the Secretary-General or designate may choose to consult any other administrator.
4. Only that information which is required to prevent the situation (for example, the name and address of the person in danger or the identity of the person causing the threat) shall be released to the person(s) in danger or their representative and to any person capable of assisting them.
5. The decision of the Secretary-General or designate shall be binding on all University personnel and must be executed without delay.
6. The Secretary-General or designate shall clearly indicate who may act on such requests during his/her absence.

### Disclosure of Information Relating to Firearms on Campus

7. In addition to the obligations described in article 1, any employee of the University and/or any Professional in the course of exercising his/her profession (the “**Discloser**”), who has reasonable grounds to believe that a person:
  - is in possession of a firearm on Campus; or
  - is behaving in such a way as to compromise the safety of that person or another person by the use of a firearm must immediately contact Security (514-848-3717) who shall, in turn, contact the police (9-911). In such circumstances, the Discloser shall provide Security and the police only with such information as is required to facilitate police intervention, which may include information normally protected by

## POLICY ON THE EMERGENCY RELEASE OF PERSONAL INFORMATION

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Page 3 of 3

- professional secrecy, the whole, despite any provision binding the Discloser to maintain confidentiality, particularly in matters regarding health and social services.
8. The Secretary-General or designate shall be immediately informed, by Security, of all incidents where, pursuant to this Policy, the police have been notified of a dangerous or potentially dangerous situation involving firearms on campus.
  9. When information is released in accordance with this Policy, the Secretary-General or designate shall record the details in a register kept for that purpose.