COMMITTEE REPORT

SESSION:			ACTION REQUESTED:	
Public	☒		**Decision**	☐
			Discussion/Direction	☐
			Information	☒

Financial Impact ☐ Yes ☒ No   **Included in Budget** ☐ Yes ☒ No

TO: **Academic Council**

DATE: **November 20, 2023**

PRESENTED BY: **Niall O'Halloran, Manager, Privacy & Policy**

SUBJECT: **Written Policy Consultation Opportunity –**
Amendment to Records Classification and Retention Schedule

BACKGROUND:

Google has announced that Google Workspace for Education will no longer support unlimited storage. The university has historically offered its alumni "email for life" but this presents a challenge when storage is no longer unlimited. In order to maintain "email for life", email can be offered to alumni without the Drive and Photos services which consume more storage space.

Without action, Google Workspace costs will rise and present a financial risk to the institution. ITS has engaged in a campaign to notify student and alumni users and ask them to voluntarily reduce their storage usage under 5 GB per student user and 1GB per alumni user. After repeated notifications, many users have still not reduced their usage under the limit.

In order to manage current student/faculty/administrative staff use, as well as to provide for potential growth in the student population, ITS estimates that storage use will have to be reduced by a further 200,000 GB (200TB) before March 31, 2024. Without this kind of reduction, Ontario Tech will soon be at the limit of its available capacity again.

In order to manage storage space without affecting the experience for current students, ITS proposes to proceed with deletion of Drive and Photo data in accounts for alumni, as well as Email accounts that have been activated but never used, and alumni accounts

that have not been accessed for more than a year. This will allow us to gain back valuable data storage and allow for future growth. It is anticipated that this could result in a reduction of storage use of between 150,000 GB (150TB) and 200,000 GB (200TB).

ITS will provide two more notifications to users affected, clearly stating a deadline of December 18, 2023 after which data will be removed. This will be a "soft" deadline with deletion occurring at a later date that will not interfere with the academic operations of the university.

This change requires an amendment to record type in the the Record Classification and Retention Schedule to define a retention period for OntarioTechu.net User data. We propose a retention period of one year after a student stops attending the university or graduates. This will satisfy all internal requirements while aligning with requirements under the Freedom of Information and Protection of Privacy Act.

CONSULTATION:

Under the Policy Framework, Policy Owners must consult with Academic Council before presenting draft policy instruments to the approval authority for approval. IT Services presents the attached amended Records Classification and Retention Schedule for written consultation. Members can provide written comments by email to policy@ontariotechu.ca

NEXT STEPS:

- Administrative Leadership Team (Deliberation)
- President (Approval)

SUPPORTING REFERENCE MATERIALS:

- Draft Amendment to RCRS Record Series for OntarioTechu.net User data

ITS-0700 ~~UOITnet~~ Ontariotechu.net Student User Data

Description	Consists of student user data in ~~UOIT's~~ Ontario Tech's Google ~~Apps~~ Workspace ~~for~~ For ~~education~~ Education system~~s~~.
	Excludes: student email in Gmail.
Retention Trigger	Student graduates or stops attending the University
Retention	~~Indefinite~~Trigger + 1 year
Responsible Unit(s)	IT Services
Source	
Records System	
Citations	
Record Authority	~~Associate Provost~~Vice-President, Administration
Disposition	Secure destruction
Records Arising from Activity	
Retention Rationale	~~Data is hosted by Google, which manages retention, disposition and protection~~
Personal Information	Yes
Vital Record	-
Protection	-