

Appendix B: Definitions

In this Procedure,

1. **“Cloud Service”** means a specific service offering computing, networking, application, or storage function made available to users on demand via the Internet from a Cloud Service Provider as opposed to being provided from an organization's own on-premise servers and equipment.
2. **“Cloud Service Provider”** or **“CSP”** means a company that offers components of cloud computing. CSPs use their own data centres and compute resources to host cloud computing-based infrastructure and platform services for customer organizations. The CPS may also be, but not necessarily, the Vendor.
3. **“Confidential Information”** means all information of the DDSB that is of a confidential nature, including all confidential information in the custody or control of the DDSB, regardless of whether it is identified as confidential or not, and whether recorded or not, and however fixed, stored, expressed or embodied, which comes into the knowledge, possession or control of the Vendor and CSP in connection with an agreement with the DDSB. For greater certainty, Confidential Information shall:
 - i. include: (i) all new information derived at any time from any such information whether created by the DDSB, the Vendor, CSP, or any third-party; (ii) all information (including Personal Information) that the DDSB is obliged, or has the discretion, not to disclose under provincial or federal legislation or otherwise at law; but
 - ii. not include information that: (i) is or becomes generally available to the public without fault or breach on the part of the Vendor or CSP of any duty of confidentiality owed by the Vendor or CSP to the DDSB or to any third-party; (ii) the Vendor or CSP can demonstrate to have been rightfully obtained by the Vendor or CSP, without any obligation of confidence, from a third-party who had the right to transfer or disclose it to the Vendor nor CSP free of any obligation of confidence; (iii) the Vendor or CSP can demonstrate to have been rightfully known to or in the possession of the Supplier at the time of disclosure, free of any obligation of confidence when disclosed; or
 - iii. (iv) is independently developed by the Vendor or CSP; but the exclusions in this subparagraph shall in no way limit the meaning of Personal Information or the obligations attaching thereto under the DDSB's agreement with the Vendor or at law;
4. **“Data Segregation”** means the process of separating certain sets of data from other data sets so that different access policies can be applied to those different data sets. The goal of doing so is only allowing the individuals who are authorized to view certain data sets access to that data.
5. **“Information Owner”** means the DDSB employee who creates information or is delegated responsibility for the information.
6. **“Personal Information”** or **“PI”** means recorded information about an identifiable individual. As defined by MFIPPA this may include, but is not limited to:
 - a. Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual

orientation or marital or family status of the individual, Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,

- b. Any identifying number, symbol or other particular assigned to the individual,
 - c. The address, telephone number, fingerprints or blood type of the individual,
 - d. The personal opinions or views of the individual except if they relate to another individual,
 - e. Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence,
 - f. The views or opinions of another individual about the individual, and
 - g. The individual's name if it appears with other PI relating to the individual or where the disclosure of the name would reveal other personal information about the individual.
7. **"Personal Health Information" or "PHI"** means information about an individual that pertains to health care, including information about an individual's physical or mental health, receipt of health care services and health number.
8. **"Subcontractor"** means, in the case of each Vendor, any contractor of that Vendor or any of its subcontractors at any tier of subcontracting.
9. **"Vendor"** means the entity that is, or may be, selected to provide Cloud Services to the DDSB.
10. **"Vendor Personnel"** means individuals who are employed or contracted to the Vendor or the Vendor's consortium.