

Guidelines for the Digitization of Materials and Personal Information

There are a number of legal and ethical considerations that must be accounted for when proposing a digitization project. The following guide briefly outlines privacy legislation and its impact on digitization. material there must be

personal information openly available would be an unreasonable

of legislation, and a variety of related judicial interpretations,

on of Privacy Act

Personal Information Protection Act

The following questions can help to determine whether there may be privacy restrictions.

Do the records contain personal information?

Personal information is defined as recorded information about an identifiable individual.

If you're concerned the material does include personal information, then consider:

1. Are the records containing personal information over 100 yards