



College Practices

Approved: December 15, 2006
Responsibility: COG

PRACTICE TYPE: General Administrative

**PRACTICE TITLE: Freedom of Information and Protection of Privacy
 (Protection of Privacy component)**

A. Introduction

(FIPPA) which came into effect on January 1, 1988. This provincial legislation has two purposes; a) to provide individuals with a right of access to certain information held by the college, and b) to give individuals a right of access to their own personal information while establishing standards to ensure that this information is protected.

B. Responsibility

The College regards all personal information as confidential, and undertakes to protect the privacy of all staff and students. Individual departments are responsible for developing and implementing their own procedures to ensure compliance with this policy, and any employee of

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- c) any identifying number, symbol or other particular assigned to the individual
- d) the address, telephone number, fingerprints or blood type of the individual
- e) the personal opinions of the individual except where they relate to another individual
- f) correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence
- g) the views or opinions of another individual about the individual
- h) disclosure of the name would reveal other personal information about the individual

E. COLLECTION of Personal Information

Personal information will only be collected if one of the following applies:
the collection is expressly authorized by statute

