

What is Personal Information?

Personal Information is any recorded information about an identifiable individual, other than business contact information. When we think of personal information, we often think of names, birth date, address, telephone number, but really, it's any information that may identify an individual.

The **BC Freedom of Information and Protection of Privacy Act (FIPPA)** works to protect personal privacy by preventing the unauthorized collection, use, or disclosure of personal information by public bodies.

Examples of personal information that might be used at CNC include:

- Name, age, sex
- Race, ethnic origin, sexual orientation
- Student or Staff ID number
- Personal contact information
- Financial information such as credit card numbers, banking details, payroll information, sponsorship details
- Criminal record check information
- Student CNC email address
- Health information and history (including physical and mental health)
- Information related to a disability or accommodation request
- Number assigned to an individual (for example passport number, driver's license number, Trades worker ID number)
- Grades and educational history

For information about how employees at CNC are allowed to collect, use and share personal information, please check out the **CNC's FIPPA Tips & Training webpage** for more resources.

What is not personal information?

Business contact information is not considered personal information under FIPPA. For CNC employees, this would include your name and position, business telephone number, physical business address, and your CNC e-mail address. Basically, any information that would typically be included on a business card.

What if I have more questions?

Reach out to the Privacy Office at
foipp@cnc.bc.ca



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New Caledonia