

Policy Information	
Policy No:	AD-CO-4.14
Approved by:	Executive Committee
Approval Date:	May 11, 2022
Executive Responsible:	VP Finance & Corporate Services
Administrator Responsible:	Director, Policy, Planning & Strategy
Date of Next Review:	May 2027

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Policy Statement

This policy describes how the College of New Caledonia (CNC) protects individuals' personal information as well as how individuals and the public may request to access information. This policy and the associated procedures also set out responsibilities for employees, service providers, and volunteers around privacy and access to information.

Purpose / Rationale

CNC seeks to foster a culture of respect for individual privacy and supports best practices and standards for privacy protection. Additionally, as a public body, CNC is required to comply with BC's *Freedom of Information and Protection of Privacy Act* (FIPPA), which legislates processes for permitting access to records within the College's custody and control and regulates the collection, use, disclosure, and protection of personal information.

Scope / Limits

This policy applies to all CNC employees, service providers and volunteers who have access to records and information in CNC's custody and control.

Principles / Guidelines

This policy and its associated procedures will be interpreted and applied consistently with the following principles and objectives:

1. The President is considered the head of the public body and is responsible for the College's statutory duties, powers, and functions under the Act. As legislated, the President may delegate their powers and responsibilities to the Privacy Officer in a written declaration.
2. The designated Privacy Officer is responsible for overseeing the operations of the Privacy Office which is responsible for the design, delivery, and coordination of CNC's information access and privacy compliance initiatives. The Privacy Officer also exercises delegated powers from the President, as head of the public body.
3. CNC manages all personal information in compliance with the Act and in accordance with best practices and standards for protecting personal information.

4. The College supports the public's right to access information about the institution and aims to be transparent and open whenever possible.
5. The College supports individual's rights to access, and as necessary correct, personal information about themselves.
6. CNC limits collection, access, use, disclosure, and retention of personal information to what is directly related to and necessary for its operations except as otherwise authorized or required by the Act or other applicable laws.
7. CNC makes every reasonable effort to ensure the accuracy and protection of personal information in its custody or control, and embeds privacy into the design of projects, initiatives, and activities.
8. CNC reviews suspected privacy incidents and responds in an effective and timely manner in accordance with the Act.

Legislative and Collective Agreement References

College and Institute Act
 Freedom of Information and Protection of Privacy Act
 Canadian Anti-Spam Legislation
 General Data Protection Regulation (EU)

Links to Other Related Policies, Documents and Websites

Freedom of Information and Protection of Privacy Procedures #AD-CO-4.14
 Standards of Ethical Conduct Policy #AD-HR-1.05
 Acceptable Use of CNC Information Technology Policy #AD-IT-6.02
 Information Cybersecurity Policy #AD-IT-6.03
 CNC Access and Privacy Webpage
 Surveillance of Public Areas Policy (in development)
 Breach Response Procedures (in development)

Policy Amendment Log

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