

CANADORE COLLEGE
CORPORATE POLICY MANUAL

TITLE: Protection of Privacy

EFFECTIVE DATE: May 23, 2017

1. SCOPE

1.1 Authority

This policy is issued under the authority of the Board of Governors.

1.2 Application

This policy applies to all Canadore College employees, students, researchers, associates and contractors.

2. PURPOSE AND PRINCIPLES

2.1 The purpose of this policy is:

- to express the College's commitment to respecting privacy and protecting personal information in accordance with applicable legislation; and
- to provide guiding principles for the collection, use, disclosure and retention of personal information in the custody of the College that comply with applicable legislation.

3. POLICY

3.1 Canadore College is subject to the legal requirements respecting the collection, use, disclosure and retention of personal information set out in the *Freedom of Information and Protection of Privacy Act and Personal Health Information Protection Act*.

3.2 All College employees, students, researchers, associates and contractors will abide by the *Freedom of Information and Protection of Privacy Act and Personal Health Information Protection Act* when working with personal information, and will collect, use and disclose personal information only when necessary to perform their assigned duties. Personal information will be kept secure at all times.

3.3 Personal information must be used and disclosed only for the purposes(s) for which it was collected and must be kept secure at all times. Personal information may be disclosed to other employees only on a “need to know” basis where they require the information to perform their assigned duties and responsibilities.

3.4 Personal information must be retained and destroyed in accordance with records retention schedules established by the College or applicable legislation.

4. ROLES AND RESPONSIBILITIES

4.1 Board of Governors

The Board of Governors is responsible for the initial approval of the policy and subsequent amendments.

4.2 President

The President is responsible for the overall management and operation of the College. The President will ensure the policy is implemented and that compliance is monitored.

5. EVALUATION

This policy will be reviewed every 3 years.