

CANADORE COLLEGE
CORPORATE POLICY MANUAL

TITLE: **Emergency Disclosure of Personal Information**

EFFECTIVE DATE: **November 18, 2025**

1. SCOPE

1.1 Authority

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

1.2 Application

This policy applies to employees, contractors, or agents acting on behalf of The Canadore College of Applied Arts and Technology (hereafter referred to as “Canadore” or “the College”).

2. PURPOSE AND PRINCIPLES

2.1 The purpose of the policy is to ensure that Canadore College establishes clear operational policies and procedures, in accordance with Ontario’s FIPPA (*Freedom of Information and Protection of Privacy Act*) and PHIPA (*Personal Health Information Protection Act, 2004*).

2.2 This policy is intended to guide its employees when compelling circumstances require that personal information about a student be shared with family members, health care professionals, police or security services, or other emergency services. While Canadore College must adhere to the privacy laws of Ontario, the College has the responsibility to disclose personal information about a student, without consent, in emergency or other urgent situations. These situations include significant risk of serious bodily harm and significant risk of harm to the public.

2.3 Privacy legislation in Ontario does not prevent the rapid sharing of personal information in certain situations, nor does it prohibit colleges from responsibly disclosing a student’s personal information about their mental, emotional, or other health conditions. FIPPA contains emergency disclosure provisions that allow personnel to disclose a student’s information, without consent, where they become aware of compelling circumstances affecting the health or safety of an individual or others. This includes serious mental health concerns or threats of violence.

3. POLICY

- 3.1 Canadore College will establish clear operational procedures to provide guidance to employees on how to respond to requests for disclosure of a student's personal information.
- 3.2 Canadore College may share minimum necessary personal information without consent when necessary to address compelling health or safety concerns, as allowed under FIPPA. Where personal information is disclosed, we will notify the person as soon as reasonably possible, unless that would hinder the response, create risk, or is prohibited by law.

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 that the policy is implemented, and that compliance is monitored.

5. EVALUATION

This policy will be evaluated every three years.