

## OLDS COLLEGE POLICIES AND PROCEDURES

CATEGORY:	A: GENERAL		
SUBJECT:	<b>ACCESS AND PROTECTION OF PRIVACY</b>		
POLICY NUMBER:	<b>A18</b>		
CROSS REFERENCE:	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT ((ALBERTA REGULATION 200/95) WITH AMENDMENTS UP TO AND INCLUDING ALBERTA REGULATION 247/2006)) A19 RECORDS MANAGEMENT AND DISPOSITION		
<b>NEW \ REVISED</b>			
<b>Board of Governors</b>	<b>Academic Council</b>	<b>Administrative Services Committee</b>	<b>Common Issues</b>
Date: February 28, 2013	Date:	Date: February 19, 2013	Date:

### POLICY STATEMENT

Olds College, as a post-secondary institution in the Province of Alberta, will adhere to the five basic purposes or principles of the Freedom of Information and Protection of Privacy Act. It will support a culture of openness, accessibility and accountability for the privacy of the individuals whose information we collect and hold confidential.

### SPECIFIC GUIDELINES

1. As recommended and approved by the Olds College Board of Governors, the Head of this institution is responsible for ensuring compliance with this Act. The powers and duties of the Head may be delegated in writing to an officer or officers of the College.
2. The College shall appoint a Freedom of Information and Protection of Privacy Coordinator (FOIP Coordinator) who will be responsible for the coordination and implementation of activities as well as the processing of FOIP requests related to this legislation. The FOIP Coordinator will be an active member of the Provincial FOIP Network Committee.

#### Delegation of Authority

The 'Head' of Olds College, with approval of the Board of Governors, has approved the delegation of authority to the FOIP Coordinator (or designate) to receive, process and respond to all FOIP requests. The interpretation of the Act will be the responsibility of those who have the delegated authority and the 'Head' of the College.

The FOIP Coordinator and the 'Head' of the College (or designate) will represent the College at any enquiries or appeals conducted by the Information and Privacy Commissioner of the Province of Alberta.

#### Records

1. Records created by an employee of Olds College as defined by the FOIP Act are under the authority of Olds College

2. All Departments will be responsible for providing the FOIP Coordinator with the name of their designated records custodian
3. Alberta Directory of Records: The FOIP Coordinator will be held responsible for updating the submissions to the Directory (including all Personal Information Banks).

#### Protection of Privacy

1. Information security will be governed by the “Privacy, Information Security and Identity Management Policy” of Olds College.
2. All breeches of privacy of a person(s) that occur by an employee of Olds College will be reported immediately to the FOIP Coordinator of Olds College.

#### Compliance and Monitoring Practices

1. Each department will be required to appoint a contact person who will act as the conduit for processing FOIP requests specific to their department. This contact person will differ from the records custodian appointed for each department. These two will work collectively in order to meet the deadlines for processing FOIP requests.
2. The Director/Dean of each Department/School will ensure that every document that requests personal information will have a statement that identifies the FOIP Act as the governing legislation and provides contact information for the FOIP Coordinator.

### **IMPLEMENTATION AND ADMINISTRATION RESPONSIBILITY**

This Policy is the responsibility of the FOIP Coordinator and Registrar. It will be reviewed annually.

## APPENDIX A

### PROCEDURES

#### 1. Receipt and logging of requests

- a. All requests for access will be received by, or directed to the FOIP Coordinator. This will include requests referred to the College from any or all other government departments and/or agencies. Requests must be submitted:
  - in writing
  - on the appropriate Olds College forms (Request for Information; Request to Correct Personal Information)
  - provide complete details about the information sought
  - each request must be accompanied by a \$25.00 administrative fee (as per Addendum A)
  - each request from a third party for personal information will be required to pay an additional \$25.00
- b. All FOIP requests will be logged by the FOIP Coordinator from the date and time of receipt through to release of the information or decision regarding the request.

#### 2. Approval for Release

The 'Head' for Olds College will review the request, the information retrieved, and the recommendation for the release of the information in consultation with the FOIP Coordinator and initial the documentation as 'Approved'.

#### 3. Release of Information

The FOIP Coordinator will notify the individual making the request for the release of information and/or the decisions made with respect to the request in writing. If access is to be provided, the information will be provided in a secure environment; ensuring privacy of the individual.

In the case of a request denial, the FOIP Coordinator will prepare the appropriate letter for the signature of the 'Head' and the FOIP Coordinator.

#### 4. Reading Room

The Olds College FOIP Coordinator will provide an appropriate environment for the site of its Reading Room as stipulated under the Act. The area will provide the public with the applicable Act and its Regulations, Directories, Freedom of Information Policy Manual, College calendar, Annual Report, and other materials or records pertinent to the request.