

INFORMATION ACCESS AND PROTECTION OF PRIVACY

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	A. General
Policy Number:	A18
Approval Date:	May 6, 2020
Effective Date:	May 6, 2020
Policy Owner:	FOIP Coordinator

Objective:	<p>This policy governs the development, implementation, and review of Olds College's (College) legislative obligations under the Freedom of Information and Protection of Privacy (FOIP) Act for all information in its custody and control. Olds College is legislatively required to adhere to the FOIP Act and all members of the College community must comply with the College's responsibilities under the Act.</p> <p>The purpose of this policy is to support the FOIP Act in saying that Olds College will:</p> <ol style="list-style-type: none"> a. Allow any person (the applicant) a right of access to records in the custody or under the control of the College subject to limited and specific exceptions as set out in the FOIP Act; b. Control the manner in which the College may collect, use, and disclose personal information; c. Allow individuals, subject to limited and specific exceptions as set out in the FOIP Act, a right of access to personal information about themselves held by the College; d. Allow individuals a right to request corrections to personal information about themselves that is held by the College; and e. Refer to the independent review process of decisions made by the College under the FOIP Act and the resolution of complaints.
Policy:	<p>Authority to establish this policy is derived from the Olds College Board of Governors which delegates authority to the President for the College's management and operation.</p> <p>All Olds College employees have the responsibility to protect against the unauthorized access, collection, use, disclosure, or destruction of personal information.</p> <p>The power to delegate authority to make decisions under the FOIP Act falls to the head of the public body. The President and CEO of Olds College, as the head of the public body, and as decided upon in the delegation authority matrix, has the delegation authority.</p>

	<p>Non-compliance with this policy, as it supports the Act, may result in disciplinary action and/or penalties as per section 92 of the FOIP Act.</p>
Definitions:	<p>Applicant: The person who submits a formal Access to Information Request. The right of access extends to all persons, including students, employees, and members of the public.</p> <p>Delegation: The formal process whereby the head of a public body authorized an employee or officer within the public body to perform certain duties or to exercise certain powers or functions of the head under the Act. A delegation under the Act must be in writing.</p> <p>Member of the College community: Any student, faculty, administrative or staff member of the College, member of the public serving in a recognized capacity for the College, guardian of an underage student acting on behalf of the student in the College community, and employee of an agency contracted by the College.</p> <p>Personal Information: Means recorded information about an identifiable individual, including:</p> <ul style="list-style-type: none"> • The individual's name, home address or telephone number; • The individual's race, national or ethnic origin, colour or religious or political beliefs or associations; • The individual's age, sex, marital status or family status; • An identifying number, symbol or other particular assigned to the individual; • The individual's fingerprints, other biometric information, blood type, genetic information or inheritable characteristics; • Information about the individual's health and health care history, including information about a physical or mental disability; • Information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given; • Anyone else's opinions about the individual; and • The individual's personal views or opinions, except if they are about someone else. <p>Record: Recorded information created, received, and maintained by an organization or individual in pursuit of its legal obligations or in the transaction of business. Means a record of information in any form and includes notes, images, audiovisual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include the software or any mechanism that produced the records.</p>
Related Information:	<p>FOIP Request to Access Information form Freedom of Information and Protection of Privacy Act <i>Post Secondary Learning Act</i></p>
Related Procedures:	<p>A18 Access to Information Procedure A18 Protection of Privacy Procedure</p>
Review Period:	<p>3 years</p>
Revision History:	<p>New: November 1998 Revised: February 2013 Revised: May 2020</p>