

## ACCESS TO INFORMATION

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

<b>Category:</b>	B. Administration
<b>Parent Policy:</b>	B04
<b>Approval Date:</b>	May 15, 2026
<b>Effective Date:</b>	May 15, 2026
<b>Procedure Owner:</b>	Chief of Staff Access & Privacy Coordinator

<b>Overview:</b>	<p>Olds College of Agriculture &amp; Technology (the “College”) has an obligation to provide a right of access to the records in its custody and control, in compliance with the <i>Access to Information Act</i> (the “ATIA”). The College also has an obligation to allow individuals the right to access their own personal information and to request corrections to their personal information, in compliance with the <i>Protection of Privacy Act</i> (the “POPA”).</p> <p>This procedure outlines the actions and expectations of members of the College community regarding access to information as defined by the ATIA and POPA.</p>
<b>Procedures:</b>	<p>An individual (the applicant) has a right of access to any record held in the custody or control of the College, including access to their own personal information, subject to the discretionary and mandatory exceptions specified in sections 19 to 34 of the ATIA.</p> <p>Access to records is provided in four (4) ways:</p> <ol style="list-style-type: none"> <li>1. Direct Request</li> <li>2. Formal Request</li> <li>3. Routine Disclosure</li> <li>4. Active dissemination</li> </ol> <p><b>Direct Request:</b> Individuals have a right to access their own information and may do so by direct contact with the department, or through contact by a personal representative with consent, where the information resides. The Departmental Data Steward within the department shall:</p> <ol style="list-style-type: none"> <li>1. Make the Access &amp; Privacy Coordinator aware of the request;</li> <li>2. Ensure that the individual provides identification (in the case of direct contact) or the Consent, in the proper form, accompanies the personal representative’s request;</li> <li>3. Gather the requested information and review to ensure that <i>only</i> information related to the individual is included;</li> </ol>

4. Provide the information as required, cc'ing the Access & Privacy Coordinator.

**Formal Request:**

Access to information other than that specified in active dissemination and routine disclosure must be requested in writing. Individuals are required to complete and submit a Request to Access Information Form, together with the initial fee, to the Access & Privacy Coordinator for the College. The College will process formal requests for information in accordance with the provisions of the ATIA.

Anyone receiving a formal request from an individual regarding access to records is to immediately direct that request to the Access & Privacy Coordinator.

The Access & Privacy Coordinator:

1. Shall assist the applicant in defining the information being requested and the time frame for the responsive records.
2. Will assist the applicant by clarifying the request, coordinating the search for responsive records, and if appropriate, providing a fee estimate to the applicant.
3. Will contact relevant departments and employees to request provision of the requested records, upon which employees will:
  - a. Conduct a thorough search of paper and digital repositories for the requested records. This includes ALL work-related texts, emails and documents stored on personal devices responsive to the request;
  - b. Provide records deemed to be potentially responsive to the request to the Access & Privacy Coordinator within 15 days of the request;
  - c. Under no circumstances delete or destroy records in their possession at the time of the request;
  - d. Will advise the Access & Privacy Coordinator of the need for an extension of time to produce the records within 15 days of receipt of the request.
4. Will review, evaluate, and redact responsive records in accordance with sections 19-34 and will apply exceptions in a specific and limited manner.

The head will review and authorize the release of the records after the Access & Privacy Coordinator has reviewed and redacted the records accordingly.

**Routine Disclosure:**

Routine disclosure of information occurs in the following situations:

1. to comply with the *Post-Secondary Learning Act*
2. to comply with other enactments of Alberta or Canada
3. to support College operational requirements
4. to permit employees access to their own personal information, in limited circumstances
5. to permit students access to their own personal information, in limited circumstances
6. for research purposes approved by the College

Activities associated with routine disclosure of information or records, to comply with legislative requirements or facilitate College operations, are undertaken by all College divisions in accordance with their operational practices.

**Student personal information may be disclosed without consent**

The following information may be disclosed except in situations where the student has requested that the information not be disclosed:

1. full name of all graduates, name of the credential obtained and the year of graduation
2. names of recipients of awards and the award received

*Disclosure of personal information to Third Parties*

Certain personal information collected by the College is disclosed to specific third parties in order to comply with provincial and federal law and to facilitate routine College operations. Examples of these include, but are not limited to, the following:

1. Students' Association of Olds College
2. Alumni Association of Olds College
3. Provincial and Federal Government Ministries
4. Law Enforcement

Personal information of a specific individual may also be disclosed to third parties, upon the written consent of the individual to whom the information relates.

*Disclosure of student personal information to parents*

A student's personal information, including personal information of a student who is a minor, is only disclosed to parents or guardians upon the written consent of the student.

*Disclosure of personal information to employees*

Personal information collected by the College is disclosed to employees, only to the extent necessary, when it is required by that employee to do their job.

*Employee access to their own personal information*

Activities to facilitate employee access to their personal information are coordinated by the People & Culture department.

1. Employees have the right to request access to their own personal information and records subject to the discretionary and mandatory exceptions in the ATIA.
2. Employees who wish to review their own personal information must contact the People & Culture department and schedule an appointment.
3. Viewing files will be conducted in a private office with at least one authorized College employee present. A note regarding the access event will be made in the employee file.

*Student access to their own personal information*

Activities to facilitate student access to their personal information are coordinated by the Office of the Registrar.

1. Students have the right to request access to their own personal information and records subject to the limited and specific exceptions in the ATIA.
2. Students who wish to review their own personal information must submit a written request for such access at least 48 hours prior to the time when they intend to view their file.
3. Students will be required to produce appropriate photo identification (driver's license, passport or student ID card), confirming their identity prior to being permitted to view their personal information.
4. Viewing files will be conducted in a private office with at least one authorized College employee present. A note regarding the access event will be made in the student record.

Costs associated with providing employees and students with copies of their personal information may be assessed but are limited to the costs specified in section 13-16 of the ATIA Regulation.

*Access to personal information for institutional research purposes*

Access to personal information for institutional research purposes may be approved by the College subject to specific conditions which include student anonymity.

**Definitions:**

**Active Dissemination:**

The College may publish and disseminate information for the public through College websites, printed materials, and social media forums.

Access to manuals, handbooks or guidelines used in the decision-making process that affect the public by employees of the College in administering or carrying out programs or activities will be made available in department offices.

**Applicant:**

is 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.

**Consent:**

means a voluntary agreement to a Collection, use and/or Disclosure of Personal Information for defined purposes.

**Custody:**

means the College has physical possession of the record(s).

**Control:**

means the College has the authority to manage the record(s).

**Departmental Data Steward:**

are managers (or designate) within a department responsible for ensuring legislative compliance with the *Access to Information Act* and the *Protection of Privacy Act*.

**Personal Information:**

means information about an identifiable individual including, but not limited to:

- Name, home or business address, home or business telephone number home or business email address, or other contact information\*
- Race, national or ethnic origin, color or religious or political beliefs or associations
- Age, gender, identity, sex, sexual orientation, marital status or family status
- An identifying number, symbol or other particular assigned to an individual
- Fingerprints, other biometric information, blood type, genetic information or inheritable characteristics
- Health and health care history, including information about physical or mental health
- Educational, financial, employment or criminal history
- Anyone else's opinion about the individual
- An individual's personal views or opinions, except if they are about someone else

\*NOTE: Business contact information is a type of personal information that is routinely disclosed in a business or professional context. The disclosure of business contact information, in and of itself, is not usually an unreasonable invasion of privacy

**Record:**

means a record of information in any form in which information is contained or stored including information in any written, graphic, electronic, digital, photographic, audio or other medium, but does not include any software or other mechanism used to store or produce the record.

**Responsive Record :**

records in the custody and control of the College that directly correspond to a formal access to information request.

**Routine Disclosure:**

means allowing access to records that do not contain personal information outside of a formal Access to Information Request.

**Related Information:**

\* [link to access to legislation](#)

**Review Period:**

**Revision History:**

*Access to Information Act*  
*Access to Information Act Regulation*  
*Protection of Privacy Act*  
*Protection of Privacy Act (Ministerial) Regulation*  
*Protection of Privacy Act Regulation*  
B15 Protection of Privacy Procedure  
[Access Information Request Form](#)

3 years

New: April 2026