



INFORMATION ACCESS & 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.

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| Category: | B. Administration |
| Policy Number: | B04 |
| Approval Date: | February 15, 2024 |
| Effective Date: | February 15, 2024 |
| Policy Owner: | Chief of Staff FOIP Coordinator |

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| Objective: | <p>This policy governs the development, implementation and review of Olds College of Agriculture & Technology (the "College") legislative obligations under the <i>Freedom of Information and Protection of Privacy (FOIP) Act</i> for all information in its custody and control. The 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 five purposes of the FOIP Act in saying that the College will:</p> <ol style="list-style-type: none"> 1. 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; 2. Control the manner in which the College may collect, use and disclose personal information; 3. 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; 4. Allow individuals a right to request corrections to personal information about themselves that is held by the College; and 5. Refer to the independent review process of decisions made by the College under the FOIP Act and the resolution of complaints. |
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| Policy: | <p>All College employees have the responsibility to protect against the unauthorized access, collection, use, disclosure or destruction of personal information.</p> <p>Employees can demonstrate compliance with the FOIP Act by providing information through routine disclosure where possible, always protecting the personal information in the custody and control of the College, and assisting the FOIP Coordinator in the duty to accurately and completely respond to any FOIP Request to Access Information.</p> <p>All College employees must understand and comply with the FOIP Act and shall not:</p> |
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1. Access or use personal information that is outside their area of responsibility;
2. Destroy official records that have not met their retention periods within the Records Retention and Disposition Schedule;
3. Disclose personal information to a third party without proper authorization; or
4. Avoid participating in the processing of a FOIP Request to access information when required to do so as directed by the FOIP Coordinator.

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 the College, as the head of the public body, and as decided upon in the delegation authority matrix, has the delegation authority.

Non-compliance with this policy, as supported by the Act, may result in disciplinary action and/or penalties as per section 92 of the FOIP Act.

Definitions:

Applicant: The person who submits a formal FOIP Request to Access Information. The right of access extends to all persons, including students, employees and members of the public.

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.

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.

Employee: Under the FOIP Act and for the purposes of this policy, an employee includes a person who performs a service for the College as an appointee, volunteer or student, or under a contract or agency relationship with the College.

Personal Information: Means recorded information about an identifiable individual, including:

1. The individual's name, home address or telephone number;
2. The individual's race, national or ethnic origin, colour or religious or political beliefs or associations;
3. The individual's age, sex, marital status or family status;
4. An identifying number, symbol or other particular assigned to the individual;
5. The individual's fingerprints, other biometric information, blood type, genetic information or inheritable characteristics;
6. Information about the individual's health and health care history, including information about a physical or mental disability;
7. Information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given;
8. Anyone else's opinions about the individual; and
9. The 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

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| | <p>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 as per section 40(1)(bb.1) of the FOIP Act.</p> <p>Privacy Breach (Breach): Means a loss of, unauthorized access to or unauthorized disclosure of personal information.</p> <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, audio-visual 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> <p>Routine Disclosure: Means allowing access to records that do not contain personal information outside of a formal FOIP Request to Access Information.</p> |
| <p>Related Information:</p> | <p>FOIP Request to Access Information Form Freedom of Information and Protection of Privacy (FOIP) Act Post-secondary Learning Act</p> |
| <p>Related Procedures:</p> | <p>B04 Access to Information Procedure B04 Protection of Privacy Procedure B04 Breach of Personal Information Reporting Procedure</p> |
| <p>Review Period:</p> | <p>3 years</p> |
| <p>Revision History:</p> | <p>New: November 1998 Revised: February 2013 Revised: May 2020 Revised: February 2024</p> |