

PERSONAL INFORMATION BANKS

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

Category:	B. Administration
Parent Policy:	B15
Approval Date:	May 15, 2026
Effective Date:	May 15, 2026
Procedure Owner:	Access & Privacy Coordinator

Overview:	Olds College of Agriculture & Technology (the “College”) has an obligation to collect, use and disclose personal information for purposes that facilitate achieving its mandate and compliance with legislation. The College also has an obligation to protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction.
Procedures:	<ol style="list-style-type: none"> 1. Personal Information Banks must be created <i>before</i> programs or activities that will collect personal information begin. 2. Whenever personal information is collected and used for an administrative purpose, it must be accounted for in the Directory of Personal Information Banks. 3. The Personal Information Bank must include: <ol style="list-style-type: none"> a. The title and location of the Personal Information Bank; b. A description of the kind of personal information and the categories of individuals whose personal information is included; c. The legal authority for the collection of the personal information; d. The purpose(s) for which the personal information was collected. 4. To ensure accuracy, Departmental Data Stewards will review and affirm or update the Directory of Personal Information Banks on at least an annual basis. 5. The Directory of Personal Information Banks will be publicly posted, the posting of which will be updated on an annual basis.
Definitions:	<p>Departmental Data Steward: Are managers (or designate) within a department responsible for ensuring legislative compliance with the <i>Access to Information Act</i> and the <i>Protection of Privacy Act</i>.</p> <p>Personal Information: Means information about an identifiable individual including, but not limited to:</p> <ul style="list-style-type: none"> • Name, home or business address, home or business telephone number home or business email address, or other contact information*

Related Information:
* [link to access to legislation](#)

Review Period:

Revision History:

<ul style="list-style-type: none"> ● 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 <p>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.</p>
<p>Personal Information Bank: Means a publicly-accessible directory of personal information in the custody and control of the College. This list of personal information banks for the College lists:</p> <ul style="list-style-type: none"> ● the name and location of the information bank; ● the type of personal information it contains; ● why the information was collected and how it is used or disclosed; and ● the legal authority for the collection of the information. <p>A personal information bank does not provide direct access to an individual's records.</p>
<p><i>Protection of Privacy Act</i> B15 Protection of Privacy Policy C04 Institutional Data Governance Procedure Directory of Personal Information Banks</p>
<p>3 years</p>
<p>New: May 2026</p>