

PRIVACY IMPACT ASSESSMENT

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:	<p>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 complying with law. The College also has an obligation to protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, and destruction.</p> <p>This procedure outlines the actions and expectations of members of the College community regarding breaches of personal information, the protection of privacy and the College’s duties as defined by the <i>Protection of Privacy Act</i> (“POPA”).</p>
Procedures:	<p>When a department intends to implement a new, or a substantial change to an existing, administrative practice, program, project or service that will involve the collection, use or disclosure of personal information, the following steps must be completed:</p> <ol style="list-style-type: none"> 1. Utilizing the Privacy Impact Assessment (PIA) Tool, determine if a PIA is required. 2. If an impact assessment is required, access the PIA Template and the annotated guide for completion, to complete the Privacy Impact Assessment as required. 3. The PIA must provide a level of detail commensurate with the complexity of the practice, program, project or service the impact assessment relates to. 4. Submit the completed PIA to the Access and Privacy Coordinator for review. 5. The Access and Privacy Coordinator will determine if the PIA must be submitted to the Privacy Commissioner and, if so, will provide the required cover letter from the head of the public body.
Definitions:	<p>Data Custodian: Includes a person who performs a service for the public body as an appointee, volunteer or student or under a contract or agency relationship with the public body.</p> <p>Head: The President & CEO of Olds College.</p>

Related Information: * link to access to legislation
Review Period:
Revision History:

<p>Highly Sensitive Personal Information: The following are deemed to be of high sensitivity:</p> <ul style="list-style-type: none"> ● biometric information about an individual ● financial information about an individual ● personal information respecting a minor, senior or vulnerable individual
<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* ● 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><i>Protection of Privacy Act</i> <i>Protection of Privacy (Ministerial) Regulation</i> <i>Protection of Privacy Regulation</i> Privacy Impact Assessment Template Privacy Impact Assessment Completion Guide</p>
<p>3 years</p>
<p>New: May 2026</p>