

DEFINITIONS

3.0 The following definitions apply under this policy:

- a) **Consistent Purpose** means a use or disclosure of Personal Information which is consistent with the purposes for which the information was obtained or compiled if the use or disclosure:
 - i) has a reasonable and direct connection to that purpose; and
 - ii) is necessary for performing the statutory duties of, or for operating a program or activity of, the public body that uses or discloses that information;
- b) **Contact Information** means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual. Contact Information is not Personal Information;
- c) **Employee** means an individual employed by the College including members of the Board of Governors and, for purposes of the Act, includes a volunteer and a service provider;
- d) **Personal Information** means recorded information about an identifiable individual other than Contact Information. Some examples include, without limitation: medical information, personal information related to employment, occupational or educational history, email address and address, financial information, student number, personal information that indicates th 412.n#5(v-25(y)18(,)JTETBT/F7 9.96 Tf11 0 0 1 251.69 4005100474

- 22.0 Where a student or former student requests a reference from an identified referee at the College, consent to that referee for the disclosure of relevant, factual and necessary Personal Information is implied.
- 23.0 Where an Employee or former Employee requests a reference from an identified referee at the College, consent to that referee for the disclosure of relevant, factual and necessary work-related Personal Information is implied.

Retention of Personal Information

- 24.0 The College will retain Personal Information collected from individuals in accordance with the FIPPA and the College-wide records classification, retention and disposition practices.
- 25.0 The College will retain Personal Information used to make a decision about an individual for a minimum of one year.

Ensuring Accuracy of Personal Information

- 26.0 The College will make reasonable efforts to ensure that the Personal Information in its custody or under its control is accurate and complete and will allow Employees, applicants and students to confirm the accuracy of this information.
- 27.0 Applicants, students and Employees should make every effort to ensure that their own Personal Information provided to the College is accurate and up to date.
- 28.0 Individuals have a right to access Personal Information about themselves and have a right to request corrections to Personal Information about themselves, subject to specified exceptions under FIPPA.
- 29.0 Applicants and students should contact the Human Resources Department to request access to their Personal Information.

Safeguards for Personal Information

- 30.0 The College will take reasonable steps to ensure that Personal Information in its custody or control is protected by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposition.

Challenging Compliance with the Protection of Privacy Policy

- 31.0 Individuals are entitled to challenge the compliance with this policy.
- 32.0 Employees who receive a complaint or inquiry about compliance with the policy should attempt to resolve the issue with the assistance of a supervisor.
- 33.0 Individuals may make a formal complaint or inquiry about compliance with this policy by contacting the Director of Legal Affairs and Policy Development.