

Privacy and access policy

Policy statement

Bow Valley College is a public body pursuant to the *Freedom of Information and Protection of Privacy Act (Alberta)* (FOIPP) and therefore, its collection, use, disclosure, and protection of personal information is governed by the Act. The College is also subject to the *Health Information Act (HIA)* which governs the privacy obligations with respect to health information in its custody and control.

Purpose

The purpose of the Privacy and Access Policy is to ensure that actions by members of the College community are consistent and lawful with regard to the collection, use, disclosure and protection of personal information stored within records under the custody and control of the College, and created or generated during the course of College operations.

Scope

This policy applies to College community members including the College Board of Governors, executive team, employees, contractors and learners.

The Chief Financial Officer, with support from the FOIPP Coordinator, is responsible for meeting the privacy and access obligations pursuant to the legislation identified in the policy statement above. Bow Valley College is a public College as defined in the Post-Secondary Learning Act.

Principal objectives

1. The mandate of the College necessitates the collection, use, disclosure, retention, and disposition of personal information of learners, employees, alumni, volunteers, retirees and other individuals. In accordance with the terms of this policy, the FOIPP Act and any applicable laws. The College will take appropriate physical and administrative measures to ensure the confidentiality of personal information that is in its custody or under its control.
2. The College will act in an accountable and transparent manner when responding to access requests for personal information. Access requests will be viewed objectively in terms of the College's obligations to the public and under the FOIPP Act.
3. The College's commitment to complying with the FOIPP Act in the conduct of its operations and programs will be achieved by adhering to the policy and associated procedures.
4. The College has a FOIPP Coordinator who is responsible for managing its access and privacy responsibilities. They can answer questions and arrange for access to a public body's records.

Compliance

Employees, contractors, and learners are responsible for knowing, understanding, and complying with Bow Valley College policies, procedures, and any other attached documentation that relate to their position, employment, or enrolment at the College.

Definitions

Personal information:

Means recorded information about an identifiable individual, including:

- i) The individual's name, home or business address or home or business telephone number,
- ii) The individual's race, national or ethnic origin, colour or religious or political beliefs or associations,
- iii) The individual's age, sex, marital status or family status,



- iv) An identifying number, symbol or other particular assigned to the individual,
- v) The individual's fingerprints, other biometric information, blood type, genetic information or inheritable characteristics,
- vi) Information about the individual's health and health care history, including information about a physical or mental disability,
- vii) Information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given,
- viii) Anyone else's opinions about the individual, and
- ix) The individual's personal views or opinions, except if they are about someone else.

Data sheet

Accountable officer

Chief Financial Officer

Approval

President and CEO

Contact area

V.P. Office, Learner Services and Finance

Relevant dates

| | |
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| Approved | Board of Governors: BOG200618-04 |
| Effective | June 18, 2020 |
| Next review | June 2023 |
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| Modification history | June 19, 2023 <ul style="list-style-type: none">Rebranded 2021 |
| Verified by | Office of the President, March 2022* |

Associated policies

Information Management Policy, #300-2-9

Records Management Policy, #200-1-8

Directly related procedure

Privacy and Access Procedure, #300-2-10

Related legislation

Alberta Freedom of Information and Protection of Privacy Act, 2000

Alberta Freedom of Information and Protection of Privacy Regulation, 2008

Alberta Health Information Act, 2000

Alberta Post-secondary Learning Act, 2003