

Privacy and access procedure

Parent policy

Privacy and Access Policy #300-2-10

Purpose

This procedure sets out the process for individuals to access a record or to correct personal information that is in the custody or under the control of Bow Valley College (the “College”).

Scope

This procedure applies to members of the College community and other individuals who wish to access a record or correct personal information that is in the custody or under the control of the College.

Compliance

Employees (including contractors) and students are responsible for knowing, understanding, and complying with Bow Valley College procedures to the extent that procedures relate to their position, employment, or enrolment at the College.

Procedures

1. Access Requests (also known as FOIPP requests)

- 1.1. Individuals may request copies of records that are in the custody or under the control of the College by submitting a written access request and, if applicable, paying a processing fee (\$25.00).
- 1.2. The FOIPP Coordinator will process all access requests received by the College as follows:
 - 1.2.1. Each access request will be assigned a reference number.
 - 1.2.2. A written call for records will be issued to the offices of record to provide, within a reasonable period, copies of all records that are responsive to the access request.
 - 1.2.3. Upon the receipt of a call for records from the FOIPP Coordinator, the office of record will conduct a search for the records that are responsive to the request and, if located, forward copies of the records to the FOIPP Coordinator.
- 1.3. If no responsive records are found, the office of record will inform the FOIPP Coordinator. The FOIPP Coordinator will help to assist an applicant to clarify or redefine the access request so as to enable an adequate search for responsive records.
- 1.4. The FOIPP Coordinator will provide a response to access requests within the timeline established under the FOIPP Act.

2. Routine Disclosures

- 2.1. Individuals may be granted access to records which contain non-personal information such as business information of the College, policies, procedures, manuals and guidelines by making a routine inquiry or request.
- 2.2. When an individual makes a routine request for records which contain non-personal information, the FOIPP Coordinator will:
 - 2.2.1. Determine if the College will incur substantial cost in producing a copy of the responsive records;
 - 2.2.2. Calculate the fee that is payable by the individual using the fee schedule in the FOIPP Act; and
 - 2.2.3. Upon receipt of the applicable fee, provide a copy of the responsive record to the individual who made the request.

3. Access to Employee's Personnel Files

- 3.1. Employees of the College may access their own personnel files by submitting a written request to the Human Resources (H.R.) department. humanresources@bowvalleycollege.ca
- 3.2. Upon written request to Human Resources, an employee may examine their personnel file. An H.R. representative will be present during the examination of the personnel file.

4. Correction of Personal Information

- 4.1. Upon the receipt of a request for correction of personal information, the FOIPP Coordinator will review the record of personal information to determine whether or not a correction is required and communicate a decision to the individual who has requested the correction of his or her personal information.
- 4.2. The College will not correct a professional or expert opinion on a record of personal information.

Definitions**Applicant:**

A person who, personally or through an authorized representative, submits an access request for records.

Office of record:

Is the College department or business unit that is responsible for maintaining a College record.

Personal Information:

Means recorded information about an identifiable individual, as per the definitions in the FOIPP legislation.



Data sheet

Responsible officer

Chief Financial Officer

Relevant dates

Approved	Executive Team: EXT20200602-02
Effective	June 2, 2020
Next review	June 2023
Modification history	<ul style="list-style-type: none">• Rebranded 2021• Policy Committee reviewed and updated numbering format January 2022
Verified by	Office of the President, March 2022*

Related policy

Privacy and Access Policy #300-2-10

Associated policy

Information Management Policy. #300-2-9

Related legislation

Freedom of Information and Protection of Privacy Act, Alberta 2000

Freedom of Information and Protection of Privacy Regulation, Alberta 2008