

COLLEGE POLICY

POLICY TYPE:	ADMINISTRATIVE
POLICY TITLE:	Freedom of Information and Protection of Privacy
POLICY #:	ADMIN - 222
RESPONSIBILITY:	Vice President, Human Resources
POLICY APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	December 2008
REVISED:	
REVIEW DATE:	December 2011

Introduction

Records at Durham College are subject to Ontario's *Freedom of Information and Protection of Privacy Act*. This legislation addresses the obligations of provincial government entities to protect the privacy of personal information, subject to limited exemptions, and provides individuals the right to request access to government-held information, including their own personal information.

Purpose

This policy provides a framework for the collection, disclosure, use, retention and disposal of personal information.

Definitions

Derived from the Protection of Information Privacy and Protection Act
(<http://www.accessandprivacy.gov.on.ca/english/act/index.html>)

Personal information refers to both recorded and unrecorded data about an identifiable individual including, but not limited to: race; age; sex; national or ethnic origin; colour; religion; sexual orientation; marital status; family status; finances; medical or mental health status; academic or educational status; grades; criminal background; employment history; home address or home contact information; private correspondence; identifying numbers or individualized accounts and; personal opinions of or about a person.

Record refers, but is not limited to, recorded or unrecorded data in the custody or under the control of Durham College including: print; film; microfilm; correspondence; maps; memoranda; books; notes; voicemail; plans; drawings; diagrams; pictorial, graphic or photographic work; sound recordings; videotapes or; any electronic data capable of being produced from a machine readable source under the control of the college.

Policy Statements

1. Durham College regards all personal information pertaining to applicants, current students, former students and staff as confidential.
2. Durham College shall collect, disclose, use, retain and dispose of personal information records in a manner consistent with the *Freedom of Information and Protection of Privacy Act*.

Roles and Responsibilities

It is the responsibility of the Vice President, Human Resources to ensure this policy is fully implemented.

A detailed description of roles and responsibilities relating to this policy are provided in the Freedom of Information and Protection of Privacy Procedure.

Non-compliance Implications

Not applicable

Related Procedures

Freedom of Information and Protection of Privacy Procedure
Registration and Records Procedure

Related Policies and Directives

Freedom of Information and Protection of Privacy Act
Registration and Records Policy (ADMIN – 207)