



<b>SUBJECT</b>	<b>FREEDOM OF INFORMATION AND PROTECTION OF INDIVIDUAL PRIVACY</b>
<p><b><u>Background</u></b></p> <p>The <u>Freedom of Information and Protection of Individual Privacy Act</u> (hereinafter referred to as the Act) came into effect on January 1, 1988. The purpose of this Act is to open a new window on information while ensuring that the privacy of individuals is protected.</p> <p><b><u>Policy</u></b></p> <p>Northern College, in accordance with the Act, will provide all persons with a legal right of access to information contained in the records of the corporation and will abide by the privacy protection standards set out by the Act when collecting, using, and disclosing information of a personal nature.</p> <p><b><u>References</u></b></p> <p><u>The Freedom of Information and Protection of Individual Privacy Act.</u></p>	

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<p><b><u>Freedom of Information</u></b></p> <p>Information obtained by the College from students, employees, etc., can only be used for the administrative and statistical purposes of the College or other purposes as described in the Act.</p> <p>Requests under the Act must be made in writing. There are three (3) Freedom of Information forms.</p> <table style="margin-left: 40px;"> <tr> <td style="padding-right: 20px;">Form 1</td> <td>For access to general information. General information routinely given out may be handled as before and does not require a Freedom of Information form. A request for information not previously available to the public must be made in writing.</td> </tr> <tr> <td>Form 2</td> <td>For access to personal information.</td> </tr> <tr> <td>Form 3</td> <td>For correction of personal information.</td> </tr> </table> <p>Written requests for access which make reference to the Act not on the above-mentioned forms will be treated as requests under the Act.</p> <p>The forms and directories are available in reading rooms located in the Learning Resource Centre on each site and from the Freedom of Information Coordinator in the Human Resources Department.</p> <p><b><u>Protection of Individual Privacy</u></b></p> <p><b>Collection of Personal Information</b></p> <p>The legislation provides that personal information shall only be collected by an institution directly from the individual to whom the information relates unless certain conditions exist which would allow collection from a source other than the individual.</p> <p>The conditions for allowing indirect collection of personal information are outlined in Section 39 (1).</p>		Form 1	For access to general information. General information routinely given out may be handled as before and does not require a Freedom of Information form. A request for information not previously available to the public must be made in writing.	Form 2	For access to personal information.	Form 3	For correction of personal information.
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<b>SUBJECT</b>	<b>FREEDOM OF INFORMATION AND PROTECTION OF INDIVIDUAL PRIVACY</b>
<b>Retention and Disposal of Personal Information</b>	
<p>Section 40 of the legislation provides that personal information that has been used by the College shall be retained for use for a period prescribed by regulation. The College is responsible for ensuring that personal information is disposed of in a secure manner.</p>	
<b>Use of Personal Information</b>	
<p>Use means to employ, to do something, to take action. Use is a separate and distinct action from disclosure. When information is collected, the individual to whom the information relates is informed of the principal purpose or purposes for which the personal information is intended to be used. The information must be used in a manner consistent with that stated purpose. consent by the individual is not required where the use of the information is for the purpose, or is consistent with the purpose, for which the information was obtained.</p>	
<b>Disclosure of Personal Information</b>	
<p>Disclosure means to make known, to view, or reveal information. Disclosure involves the release of information both internally, with the college having custody or control of the information, and externally, to third parties who receive the information in their day-to-day operations.</p> <p>The Freedom of Information legislation establishes a privacy protection scheme which protects an individual's personal information from unauthorized disclosure to individuals other than themselves. The College authorizes the confirmation of an individual's employment; however, no other information is to be released. The College's Freedom of Information Coordinator can assist with the administration of the Act.</p>	
<b>APPROVAL BY PRESIDENT:</b>	
<hr/> <b>Michael Hill</b>	<hr/> <b>Date</b>

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