# PRIVACY POLICY

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| Policy Area: | Board of Governors |
| Policy Number: | PRPL_2303R_BG/PRE |
| Policy Sponsor: | President |
| Policy Contact: | Privacy Officer |
| Stakeholders: | All members of the OC Community including:<br>Employees, Students, the Board of Governors, Contractors and Visitors |
| Authority: | *College and Institute Act*<br>*Freedom of Information and Protection of Privacy Act* |
| Approval Authority: | Board of Governors |
| Approval Date: | March 21, 2023 |
| Effective Date: | March 22, 2023 |
| Replaces: | Protection of Privacy Policy (E.2.3) |
| Last reviewed: | March 2023 Scheduled review date: March 2028 |
| Procedure links: | *Responding to Privacy Critical Incidents and Breaches*<br>*Responding to Freedom of Information Access Requests*<br>*Privacy Impact Assessments*<br>*Website Privacy* |

## 1. Policy Statement

As a public body that is subject to the British Columbia Freedom *of Information and Protection of Privacy Act* (FIPPA) Okanagan College is committed to upholding the principles of privacy, transparency and accountability. This means that the College recognizes the fundamental importance of maintaining the privacy and security of the Personal Information that it collects, uses and discloses during its operations and programs. The College also acknowledges and supports transparency with the community by facilitating access to College records and information in accordance with the requirements of FIPPA.

## 2. Purpose

This policy addresses Okanagan College's approaches to privacy management.

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| | activity of the College, and means the Employee designated in the Privacy Impact Assessment (PIA) as the Responsible Employee. |
| **Routine Requests** | Means any requests for disclosure of Records that do not contain sensitive or confidential information or third-party Personal Information (i.e., the personal information of an individual other than the requestor) and include requests for personnel records and transcripts. |
| **Student** | Means any person enrolled as a student at the College. |
| **Supplemental Review** | Means an enhanced process for reviewing the privacy and data security measures in place to protect sensitive Personal Information in connection with an Initiative involving the storage of Personal Information outside of Canada. |

## 5. Commitment to Privacy Protection

5.1 The College protects the privacy of the Personal Information it collects, uses, shares and retains, and expects all Employees and contracted service providers to follow .3 ( P)-8a int gr6 ( gr6 ( gr6 ( gr6 ( gr6 ( gr6 (

h) to ensure compliance with applicable College policies and other applicable laws; and

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12.2 Personal Information that is no longer required for either administrative, operational, financial, legal or historical purposes shall be securely destroyed in a confidential manner in accordance with College policies and approved record retention protocols.

## 13. Accuracy and Correction of Personal Information

13.1 The College and its Employees shall makytsoet stP3 (i3)-1ti0 Tc 0.3 (g)r