



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL POLICY

**TOPIC: ACCESS TO INFORMATION AND PROTECTION OF PRIVACY**

<b>Policy No.</b>	CS-321	<b>Division</b>	Corporate Services
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	GP-GR-807 & GP-RR-904
<b>Related Procedure</b>	CS-321-PR	<b>Effective Date:</b>	November 4, 2016 (R2)

### 1. PURPOSE AND SCOPE

To confirm College of the North Atlantic's commitment to the right of access to information in its custody or under its control; to the protection of the privacy of individuals whose personal information is in its custody or under its control; and to comply with the requirements of the *Access to Information and Protection of Privacy (ATIPP) Act, 2015*.

This policy applies to:

- All members of the college community including employees, students and third parties who have access to college information for the purpose of conducting business on behalf of the college; and
- All information and records in the custody or under the control of the college regardless of format.

### 2. POLICY

It is the policy of the college that:

- All members of the college community comply fully with the *ATIPP Act, 2015*.
- College employees who act in good faith and who execute their employment responsibilities with a reasonable standard of care are not

subject to discipline. Noncompliance with the *ATIPP Act, 2015* or this policy and related procedures will result in serious disciplinary action.

- Any person who willfully (i.e. deliberately or intentionally) contravenes the *ATIPP Act, 2015* may be subject to prosecution under section 115 of the *ATIPP Act, 2015*.

**3. PROCEDURE**

The Vice President Corporate Services and Chief Operating Officer shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History	
Approved by President	July 29, 2013
Revision 1	February 19, 2016
Revision 2	November 4, 2016