



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: RECORDS AND INFORMATION MANAGEMENT

Policy No.	PA-603	Division	Corporate Services
Supersedes	n/a	Board Policy Ref.	GP-GR-807
Related Procedure	PA-603-PR	Effective Date:	March 9, 2021

1. PURPOSE AND SCOPE

The purpose of this policy is to confirm the College of the North Atlantic's commitment to the management and protection of information created and collected by the college as set out in the [Management of Information Act](#) and to comply with the requirements of the [Access to Information and Protection of Privacy \(ATIPP\) Act, 2015](#).

All records created, received, and/or maintained by college employees and those acting on behalf of the college in the course of their duties, are college property and are subject to the terms and conditions of this policy.

2. POLICY

It is the policy of the college to:

- Collect information in a professional and objective manner and ensure that personal information necessary for the operations of the college is collected in accordance with *ATIPP Act, 2015*.
- Create and maintain documentation that is an adequate record of college decisions and work-flows to serve as evidence and history of the business of the college.
- Organize the college's information assets to facilitate access, use, storage, and disposal which is both secure and compliant with relevant legislation.

- Utilize college records in accordance with the original intent of its collection, with due regard for protection of privacy according to the requirements of the *ATIPP Act, 2015*.
- Maintain records securely in the custody and control of the college and only dispose of or destroy college records in accordance with an approved records retention and disposal schedules.

3. PROCEDURE

The college's Associate Vice-President Public Affairs will ensure that procedures are developed and implemented in accordance with this policy.

Approval History	
Approved by President	January 22, 2018
Revision 1	March 9, 2021