



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: ACCESS TO INFORMATION REQUEST

Policy No.	PA-601	Division	Public Affairs
Supersedes	n/a	Board Policy Ref.	GP-GR-807 & GP-RR-904
Related Procedure	PA-601-PR	Effective Date:	February 18, 2022

1. PURPOSE AND SCOPE

To confirm College of the North Atlantic's (CNA) 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 CNA community including employees, students and third parties who have access to CNA information for the purpose of conducting business on behalf of CNA; and
- All information and records in the custody or under the control of CNA regardless of format.

2. POLICY

It is the policy of CNA that:

- All members of the CNA community comply fully with the *ATIPP Act, 2015*.
- CNA employees are to act in good faith and execute their employment responsibilities with a reasonable standard of care. Noncompliance with the *ATIPP Act, 2015* or this policy and related procedures will result in 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 Associate Vice-President of Public Affairs 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
Revision 3	February 18, 2022