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| Policy No.             | A.3.3   |
| Title                  | <b>Freedom of Information and Protection of Privacy (FOIPPA) Policy</b> |
| Approving Jurisdiction | Board of Governors  |
| Policy Sponsor         | Executive Director, HR  |
| Last Revised/Replaces  | 04.24.1997  |
| Effective Date         | May 5, 2011   |
| Signed by              | Interim Executive Director, Human Resources; Paula Boddie               |

## CONTEXT AND PURPOSE

*As a public institution, Vancouver Community College (VCC) must act within the law, including the Freedom of Information and Protection of Privacy Act (FOIPPA) which governs all public bodies in British Columbia. This policy is intended to inform and help ensure College members are aware of their obligations under FOIPPA in respect to the protection of personal information in VCC's custody or control and for access to information.*

The purposes of the FOIPPA include:

- Making public bodies more open and accountable by providing the public with a statutory right of access to records, subject to any exceptions set out in the Act; and
- Protecting individuals' personal privacy by prohibiting the unauthorized collection, use or disclosure of personal information by public bodies.

To fulfill these purposes, the FOIPPA gives individuals the right to request access to records in VCC's custody or control. The FOIPPA also places statutory obligations and limitations on VCC's collection, use, disclosure, accuracy, retention and security of personal information in its custody and control. Further information about the *Freedom of Information and Protection of Privacy Act* and the process for submitting access requests is available online at <http://www.gov.bc.ca/citz/iao/foi/index.html>.

**Please note:** This Policy uses defined terms which can be found in the accompanying Freedom of Information and Protection of Privacy Procedures. Please refer to the Procedures in concert with this Policy.

## **SCOPE AND LIMITS**

This policy applies to:

All College members, including VCC employees (part-time, full-time, term, and temporary), Board members, service providers, volunteers, and researchers. Throughout this policy the terms “College members” and “employees” will be used interchangeably.

## **STATEMENT OF POLICY PRINCIPLES**

- (1) VCC is committed to protecting personal information it collects, uses, shares and retains through responsible information management practices.
- (2) VCC collects uses and shares personal information provided to VCC in compliance with the FOIPPA.
- (3) All College members are expected to employ the highest standards of confidentiality and privacy regarding personal information entrusted to them, in the course of their duties. Disclosure of confidential information to unauthorized persons is strictly prohibited, and may result in discipline up to and including expulsion or dismissal. For clarity:
  - Records generated during the course of employment duties are subject to access requests and therefore, must be professional in content.
  - Records relating to telephone calls made on VCC equipment, including cellular phones provided by the College, are records held by VCC and are subject to the FOIPPA, as are recordings, and voice mail messages.
  - E-mails, electronic records (Word and Excel documents, etc) on VCC computers as well as all other documents (such as notes) are records held by the College and are subject to the FOIPPA.

## **RELATED POLICIES & LEGISLATION**

### **Legislation**

B.C. College and Institute Act  
The British Columbia Human Rights Code

### **Policies**

Records Management Policy A.3.9  
Conflict of Interest A.3.6

Appropriate and Responsible Use of Education and Information Technology Policy B.5.2  
Electronic Mail Policy B.5.4

**RELATED PROCEDURES**

Refer to Freedom of Information and Protection of Privacy (FOIPPA) Procedures, A.3.3