

# Disclosure of Information and Protection of Privacy Policy

## St. Andrew's College

### Purpose

As an academic institution incorporated by provincial legislation in the Province of Saskatchewan, the purpose of this policy is to ensure that St. Andrew's College (the "College"):

- complies with applicable legislation,
- provides appropriate access to information, and
- protects the privacy of Personal Information that is in the possession or under the control of the College.

### Principles

#### 1. Protection of Privacy:

To fulfill its mandate, it is necessary that the College collect, create and maintain Personal Information about students, faculty, staff, alum, retirees, donors and other individuals. In accordance with the terms of this policy, the College will take reasonable and prudent measures to protect and maintain the privacy of any such Personal Information in its possession or under its control.

#### 2. Disclosure of Information:

The College will act in an accountable and open manner when receiving and responding to Requests for information. Requests will be reviewed objectively and the College will consider the rights and interests of any Third Party who may be directly impacted by a Request.

#### 3. General:

All College policies and procedures are subject to and shall adhere to applicable legislation unless otherwise expressly permitted by law.

### Scope of this Policy

This policy applies to all Members of the College community with access to information maintained by the College. This policy applies to information recorded in any format.

Other College policies may complement this policy, particularly those governing access to institutional data and programs, systems, etc. that collect, use or disclose personal information. These may include, but are not limited to, the following policies:

- STU Information Technology Acceptable Use Policy
- Harassment Prevention Policy
- Populi Privacy Policy
- Substance Management Policy
- Faculty Personnel Policies
- Staff Personnel Policies

## Policy

### 1. Definitions

In this policy:

- “Authorized Employees” means employees who are authorized by the Board or Principal of the College to maintain Personal Information and respond to Requests for information received by the College.
- “College” means St. Andrew’s College.
- “Employee” means an employee, member of faculty or any other staff member of the College whose position and/or duties require regular or periodic access to Personal Information in the possession or under the control of the College.
- “Members of the College Community” or “Member” means all employees, faculty or other staff as well as agents, contractors, unpaid volunteers, persons or organizations acting for or on behalf of the College.
- “Personal Information” means personal information about an identifiable individual that is recorded in any form but does not include information which is generally publicly available.
- “Request” means a formal written request made to the College to access records in the possession or under the control of the College; and
- “Third Party” means a person, group of persons or organization, including an unincorporated entity, other than an applicant or the College, and with respect to Personal Information, a person, group of persons or organization, including an unincorporated entity, other than the individual to whom the Personal Information relates.

### 2. Disclosure of Information

- Individuals will be given reasonable access to records in the possession or under the control of the College, subject to provisions outlined in this policy, and all applicable legislation.
- Provision of access to a record may be subject to payment of fees as determined by the College.

- The College will continue to provide routine access through existing procedures to information that is in the public domain, without requiring a formal Request in appropriate circumstances.

### **3. Protection of Privacy**

#### **a) Collection of Personal Information**

The College collects and retains Personal Information of students, alum, staff, faculty, donors and other parties associated with the College. The information is used for academic, administrative, employment-related, financial and statistical purposes of the College, including for the administration of admissions, registration, awards and scholarships, graduation, alum relations and other fundamental activities related to being a member or supporter of the College community, a user of services provided by the College, including tenants and residents, or an attendee of College events. The information will be used, among other things to admit, register and graduate students, record academic achievement, issue library cards and to operate academic, financial, alum and other College programs. Information on admissions, registration and academic achievement may also be disclosed and used for statistical, research and accreditation agencies, and the federal and provincial governments. By enrolling and/or graduating, individuals agree that names of alum, award information, degrees, diplomas, or certificates awarded and date of graduation are considered public information and may be published by the College. In addition, individual or class photographs of students and alum posted by the College may be publicly displayed.

The College monitors video surveillance in the building to ensure the safety of occupants and protection of property.

Personal Information is collected, used and/or disclosed:

- when it is necessary for the proper administration of the programs, services or general operation of the College;
- when it is expressly authorized or required by an enactment of the Government of Canada or the Province of Saskatchewan; or
- for the purposes of law enforcement.

Members of the College Community responsible for collecting Personal Information will be able to provide the reason(s) that the collection of such information is necessary. To the extent that the Member collecting Personal Information is unable to answer questions regarding the reasons for collection, the person seeking clarification will be directed to another Member who is better suited to respond to the question(s) being asked.

#### **b) Protection of Personal Information**

The College, and its Members, will take reasonable and prudent measures to protect Personal Information from unauthorized collection, access, use and disclosure.

Personal Information will be accessed by Authorized Employees only for the purposes outlined in Paragraph 3(c) and (d) of this policy.

Personal Information will be stored in a manner which limits access to Authorized Employees only. This will include:

- storing Personal Information in locations which are not generally accessible to all employees and/or the general public;
- securing the rooms and/or filing cabinets containing Personal Information during those times that an Authorized Employee or staff member is not present; and
- restricting access to Personal Information that is stored in an electronic format to an Authorized Employee through appropriate electronic safeguards.

**c) Use of Personal Information**

The College may only use Personal Information:

- For the purpose(s) for which it was obtained or compiled as described in this policy, or for a use consistent with that purpose; or
- For any other purpose provided that the explicit consent for such use has been provided by the individual to whom the Personal Information relates, or by someone duly authorized to provide such consent on behalf of that individual.

**d) Disclosure of Personal Information**

The College will only disclose Personal Information to Third Parties or allow it to be made public:

- for the purpose(s) for which it was obtained or compiled, or for a use consistent with that purpose;
- for a purpose which is expressly authorized or required by an enactment of the Government of Canada or the Province of Saskatchewan; or
- for any other purpose provided that the explicit consent for the disclosure has been provided by the individual to whom the Personal Information relates, or by someone duly authorized to provide such consent on behalf of that individual.

**e) Access and Correction of Personal Information**

The College will make reasonable efforts to ensure that all Personal Information in its possession or under its control is as complete and accurate as is required for the purpose(s) for which it was collected.

Subject to any exemptions or restrictions in any legislation of the Government of Canada or the Province of Saskatchewan, or other such reasonable restrictions as identified by the College at its discretion, individuals shall have the right to access Personal Information about themselves which is

in the possession or under the control of the College. A formal Request might not be required where individuals are seeking access to Personal Information about themselves.

In the event that any of the Personal Information in the possession or under the control of the College is incorrect, incomplete or otherwise inaccurate, the individual to whom that Personal Information is related has the right to request that it be amended or corrected. When such corrections have been requested, the College will review the proposed corrections and provided that it is satisfied that a correction is warranted, the College will make the correction as soon as reasonably possible.

#### **f) Retention and Disposal of Personal Information**

Personal Information will be retained by the College in accordance with the retention schedule applicable to the information and academic council, department or administrative unit which has responsibility for that Personal Information.

When Personal Information is no longer needed for administrative, alum, regulatory, legal or historical reasons, it will be disposed of in the following manner:

- Paper records shall be destroyed by shredding; and
- Electronic records shall be deleted in such a way that the information they contain cannot be recovered using current technology.

#### **g) Outsourcing**

The College may, where it is advisable or necessary for the efficient and proper operation or management of its programs, services or general operations, enter into agreements with external individuals or organizations which allows them access to certain Personal Information in the possession or under the control of the College for specified purposes. Any such agreements will include provisions that obligate the external individuals or organizations to ensure that all such Personal Information is protected and any collection, use or disclosure complies with this policy.

## **Responsibilities**

The Principal of the College has authority for all decisions made on behalf of the College pursuant to this policy.

Authorized Employees, in consultation with the appropriate academic councils, departments and administrative units, the Principal and others as required, are responsible for responding on behalf of the College to all requests for information. Authorized Employees will also provide advice to academic councils, departments and administrative units relating to disclosure of information and protection of privacy issues.

## Non-compliance

The College may take one or more of the following actions against anyone whose actions are in violation of other applicable laws or this policy:

- Legal action that could result in criminal or civil proceedings; or
- In the case of students, disciplinary action under the St. Andrew's College Code of Student Conduct and Policy on Student Discipline; or
- In the case of employees, faculty or other staff, disciplinary action in accordance with applicable Personnel Policies, legislation and/or common law, up to and including immediate termination of employment.

## Procedures

The Principal, in consultation with appropriate academic councils, departments and administrative units, may establish guidelines and procedures arising from this policy as required.

Members of the College Community will contact the Authorized Employees for guidance on complying with this policy and any related procedures.

Approved by the Board of Regents on May 4, 2023