

Policy and Procedures Manual



Policy #:	1-01
Name of Institution:	Valemount College
Institution Number:	04328
Name of Policy:	Freedom of Information and Protection of Privacy
Effective Date:	June 6, 2018
Revision Date:	

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY POLICY STATEMENT

POLICY

Valemount College complies in full with the provisions of the Freedom of Information and Protection of Privacy Act, [RSBC 1996] Chapter 165 (FOIPPA) by providing a legal right of access to records in the custody of, or under the control of the College, while at the same time preventing the unauthorized collection, use or disclosure of personal information.

PURPOSE STATEMENT

This is an enabling policy which complies with the Freedom of Information and Protection of Privacy Act, [RSBC 1996] Chapter 165. Valemount College designates the College Director as Head of the institution.

PRINCIPLES

Valemount College employees will manage the creation, storage and disposition of records, as well as managing requests for access to records, as required under the Freedom of Information and Protection of Privacy Act (FOIPPA).

Valemount College reserves the right to charge fees for requests for records in compliance with the provisions of the FOIPPA.

Guidelines

Valemount College employees who receive a request under the FOIPPA for a College held record shall contact the Executive Assistant.

Legislative and Collective Agreement References:

Freedom of Information and Protection of Privacy Act, [RSBC 1996] Chapter 165

Other Links

BC College and Institute Act http://www.bclaws.ca/civix/document/id/complete/statreg/96052_01