

Policy Title:	Collection of Personal Information Procedure
Policy ID:	#OP 1-111B
Manual Classification:	Section 1 – College Policies
Linked to Policy:	Access to Information and Protection of Privacy
Approved by Board of Governors:	
Revision Date(s):	N/A
Effective Date:	
Next Policy Review Date:	March 2023
Contacts for Policy Interpretation:	Policy and Privacy Coordinator Privacy Officer Manager of Operations - President's Office

1.0 – Purpose

The purpose of this procedure (the “**Procedure**”) is to set out instructions for members of the College Community on how to collect Personal Information in accordance with the College’s Access to Information and Protection of Privacy Policy and the *Freedom of Information and Protection of Privacy Act* (“**FIPPA**”).

Capitalized terms not defined in this Procedure have the same meaning found in the College’s Access to Information and Protection of Privacy Policy.

2.0 – Accountability

Department Head(s) are ultimately responsible for ensuring adherence to this procedure, and for the development and implementation of any required department specific processes and procedures that operationalize this procedure and the overarching policy.

The College Privacy Coordinator will advise Department Head(s), as required, regarding the interpretation of this procedure.

3.0 – Definitions

In this procedure, “**Personal Information**” includes non-recorded information of all types of Personal Information as defined in the College’s Access to Information and Protection of Privacy Policy and the Freedom of Information and Protection of Privacy Act

4.0 – Collection of Personal Information

1. Members of the College Community only collect Personal Information when it is necessary for the administration of the College, or for a purpose expressly authorized by

law or for law enforcement purposes.

2. Members of the College Community only collect Personal information directly from the individual to whom the information relates unless:
 - a) The individual authorizes another manner of collection;
 - b) The disclosure to the College is authorized by express consent from the individual or is information that the law permits to be disclosed to the College without the consent of the individual;
 - c) The Information and Privacy Commissioner of Ontario has authorized the collection without the individual's consent;
 - d) The information is in a report from a reporting agency in accordance with the *Consumer Reporting Act* <<add link>>;
 - e) The information is collected for the purpose of determining suitability for an honour or award to recognize outstanding achievement or distinguished service;
 - f) The information is collected for the purpose of the conduct of a proceeding or a possible proceeding before a court or tribunal;
 - g) The information is collected for the purpose of law enforcement; or
 - h) Another manner of collection is authorized by or under a law.
3. Notice must be given to individuals informing them that the College is collecting their Personal Information. Whenever the College collects Personal Information the following notice shall appear at the bottom of the collection form (whether such form is printed or electronic):

*"The information you provide on this form is collected by the College in accordance with the **Freedom of Information and Protection of Privacy Act** and is used by the College for administrative and planning purposes, admission, registration and programs of the College, and for consistent purposes. If you have questions about this collection of Personal Information please contact the Privacy Coordinator. Fleming College, 599 Brealey Drive Peterborough ON K9J 7B1, freedomofinformation@flemingcollege.ca"*
4. The College may enter into agreements with third-parties to collect Personal Information on the College's behalf as long as the agreement requires the third party to protect the privacy of the Personal Information it collects on behalf of the College in accordance with the *Freedom of Information and Protection of Privacy Act*.

5.0 – History of Amendments & Reviews
