

<b>Procedure Title:</b>	Collection of Personal Information
<b>Procedure ID:</b>	#OP 1-111B
<b>Manual Classification:</b>	College Policies
<b>Linked to Policy:</b>	1-111 Access to Information and Protection of Privacy
<b>Approved by Senior Management Team (SMT):</b>	June 18, 2025
<b>Effective Date:</b>	July 1, 2025
<b>Next Review Date:</b>	July 1, 2028
<b>Contact for Procedure Interpretation:</b>	Associate Vice President, Finance and Policy

## 1.0 – Purpose

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This procedure sets out instructions and guidelines for members of the College community who may need to collect Personal Information, in accordance with 1-111 Access to Information and Protection of Privacy Policy, and FIPPA.

## 2.0 – Definitions and Acronyms

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**College Community:** Any person who studies, teaches, conducts research at or works at, or under, the auspices of the College and includes without limitation, employees or contractors; appointees (including volunteer board members); students; visitors; and any other person while they are acting on behalf of, or at the request of the College.

**Personal Information:** As defined under FIPPA, personal information means recorded information about an identifiable individual, including:

- a) information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
- b) information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- c) any identifying number, symbol, or other particular assigned to the individual;
- d) the address, telephone number, fingerprints or blood type of the individual;
- e) the personal opinions or views of the individual except where they relate to another individual;
- f) correspondence sent to the College by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
- g) the views or opinions of another individual about the individual; and;
- h) the individual's name where it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

Personal information does NOT include:

- the name, title, contact information or designation of an individual that identifies the individual in a business, professional or official capacity
- information about an individual who has been dead for more than thirty years
- records of graduation that are otherwise publicly disclosed

### **3.0 – Guiding Principles**

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This procedure seeks to outline the appropriate and safe collection of personal information in the course of College business in accordance with FIPPA and 1-111 Access to Information and Protection of Privacy.

### **4.0 – Scope**

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This procedure applies to all members of the College Community who may be in a position to collect personal information on behalf of the College.

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.

### **5.0 – Operating Procedure**

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#### **5.1 – Collection of Personal Information**

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.

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;
- 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.

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 and Policy Officer. Fleming College, 599 Brealey Drive Peterborough ON K9J 7B1, [freedomofinformation@flemingcollege.ca](mailto:freedomofinformation@flemingcollege.ca)”

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.

## **6.0 – Related Documents**

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- OP 1-111A Access Correction Procedure
- OP 1-11C Privacy Breach
- OP 1-111D Use and Disclosure of Personal Information Procedure
- 1-112 Information Practices Related to Personal Health Information Policy
- 1-104 Record Retention
- OP 1-104 Record Retention
- FIPPA - Freedom of Information and Protection of Privacy Act R.S.O. 1990 c. F. 31
- PHIPA – Personal Health Information Protection Act, S.O. 2004, c. 3 Sched. A

## **7.0 – History of Amendments & Reviews**

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<b>Date Approved</b>	<b>Approved By</b>	<b>List of Approved Amendments / Review</b>
March 2023	SMT	
June 18, 2025	SMT	Updated language and positions, added definitions, corrected errors.