

<b>Procedure Title:</b>	Use and Disclosure of Personal Information
<b>Procedure ID:</b>	#OP 1-111D
<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 for the use and disclosure of Personal Information in accordance with FIPPA, and 1-111 Access to Information and Protection of Privacy.

## 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 operates in accordance with FIPPA and other related policies and procedures around the use and disclosure of Personal Information.

### **4.0 – Scope**

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This procedure governs all use of personal information collected by members of the College Community.

The secure holding, retention and disposal of personal information is governed by 1-104 Record Retention and 6-604 Electronic Information Security Policy and their associated procedures.

### **5.0 – Operating Procedure**

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#### **5.1 – Use of Personal Information**

The use of Personal Information by the College must comply with the following:

- a) The College must only use Personal Information for the purpose for which it was collected or for a consistent purpose;
- b) If the College informed an individual of a specific purpose for the collection of Personal Information, then the College must only use that Personal Information for that purpose or for a purpose that the individual might reasonably have expected;
- c) If the College wishes to use the Personal Information for any other purpose, it must obtain consent from the individual;
- d) The College must only provide Personal Information to a College employee if the employee needs the Personal Information to perform the employee's duties; and,
- e) The College must make reasonable efforts to prevent unauthorized access to Personal Information and inadvertent destruction or damage to Personal Information

#### **5.2 – Disclosure of Personal Information**

The College may disclose Personal Information to another person or organization in the following circumstances:

- a) When the College is disclosing Personal Information for the purpose for which it was collected;
- b) If the Personal Information was collected for a purpose which implicitly or explicitly included disclosure to a third-party;
- c) When the individual to whom the Personal Information relates has consented to the disclosure - such consent should specify: (1) the Personal Information to be disclosed, (2) the entity to whom the Personal Information is to be disclosed, and (3) the date, and duration, of the consent;
- d) When the College is disclosing to a consultant or agent of the College who needs the Record to perform their duties; security and confidentiality agreements must be signed prior to such disclosure;
- e) If the College is asked by a law enforcement agent for Personal Information (refer

- request to the Manager of Safety and Security);
- f) When disclosure is required by law (consult the Privacy and Policy Officer prior to disclosure);
  - g) In compelling circumstances involving an individual's health or safety, such as in cases of emergency or where there is a risk of serious bodily harm to an individual;
  - h) In compassionate circumstances when an individual is injured, ill or deceased, such as to facilitate contact with the individual's spouse, close relative, or friend;
  - i) To a Member of Provincial Parliament who has been authorized by the individual to make an inquiry on the individual's behalf;
  - j) To a member of the bargaining agent who has been authorized by an employee to make an inquiry on the employee's behalf;
  - k) For research purposes, provided certain conditions have been met, such as the requirement that the research cannot be reasonably accomplished unless the Personal Information is provided in individually identifiable form, and a research agreement is in place and in accordance with the Access to Information and Protection of Privacy policy and the associated departmental process/operating procedure.
  - l) For fundraising in accordance with the Access to Information and Protection of Privacy policy and the associated departmental process/operating procedure.

## **6.0 – Related Documents**

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- OP 1-111A Access Correction Procedure
- OP 1-111B Collection of Personal Information
- OP 1-11C Privacy Breach
- 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

## **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	Removed 5.3 Retention as superseded by 1-104 and 6-604 & associated procedures. Added definitions and related documents. General editing and rewrites, updating titles.