

Title: ACCESS TO INFORMATION
Category: Administration: Information Management
Policy No.: B5001
Replaces:
Applicability: All Employees
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Source(s):
Approval: _____
President

1. PURPOSE

- 1.1 To provide the public with access to Langara College records over which the College has custody and control in compliance with the [B.C. Freedom of Information and Protection of Privacy Act](#) (hereinafter referred to as the Act).
- 1.2 To protect individual privacy by collecting, managing, and disclosing personal information records over which the College has custody and control in accordance with the Act.

2. DEFINITIONS

Access: the ability or opportunity to view, study or copy the records of the College.

Consent: means that the individuals have agreed in writing to release their personal information and have been advised about the purpose of that release. For the purposes of this policy, consent means “written informed consent.”

Consistent purpose: Under Section 34 of the Act, “a use of personal information is consistent under Section 32 or 33 with the purposes for which the information was obtained or compiled if the use

- (a) has a reasonable and direct connection to that purpose;
- (b) is necessary for performing the statutory duties of, or for operating a legally authorized program of, the public body that uses or discloses the information.

Employees: An employee is a person paid by the College or a company under contract to the College, but does not include the employees of the contracted company.

Personal information: Under the Act, personal information means recorded information about an identifiable individual, including:

- (a) the individual's name, address, or telephone number;
- (b) the individual's race, national or ethnic origin, colour, religious or political beliefs or associations;
- (c) the individual's age, sex, sexual orientation, marital status, or family status;
- (d) an identifying number, symbol or other particular assigned to the individual;
- (e) the individual's fingerprints, blood type or inheritable characteristics;
- (f) information about the individual's health care history, including a physical or mental disability;
- (g) information about the individual's education, financial, criminal or employment history;
- (h) anyone else's opinions about the individual; and
- (i) the individual's personal views or opinions, except if they are about someone else.

Record: Includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means. A record does not include a computer program or any other mechanism that produces records. (For a complete scope of the type of records excluded from the Act, see [Appendix B.](#))

3. AUTHORITY

3.1. Related Acts and Regulations

[B.C. Freedom of Information and Protection of Privacy Act](#)
[B.C. College and Institute Act](#)

3.2. Related Policies

[Access to Student Information](#)
[Computer and Computing System Use](#)
[Fees and Charges for Instruction](#)
[Code of Academic Conduct](#)
[Code of Conduct](#)

4. RELATIONSHIPS WITH COLLECTIVE AGREEMENTS

[B.C. Nurses' Union Collective Agreement](#)
[Canadian Union of Public Employees, Local 15, VMECW Collective Agreement](#)
Langara College Administrators' Association Terms of Employment
[Langara Faculty Association Collective Agreement](#)

5. POLICY

Collection

- 5.1. The College will collect personal information that relates directly to and is necessary for an operating program or activity of the institution and will ensure the security and privacy of that personal information.

The College will collect personal information directly from the individual except in cases where confidential references or official transcripts are required.

Use of Personal Information

- 5.2 The College may use personal information only
- (a) for the purpose for which that information was obtained or compiled, or for a use consistent with that purpose;
 - (b) if the individual the information is about has identified the information and has consented, in the prescribed manner, to the use; or
 - (c) for the purpose for which that information may be disclosed to another public body under Sections 33 to 36 of the Act. (See [Appendix D](#))

Access to Records

- 5.3 The College will provide access to all records in its custody and control, unless personal information or other information in the records is specifically excepted from disclosure under the Act. (See [Appendix C](#))
- 5.4 The College will provide access to personal information to
- (a) the person about whom the information is written;
 - (b) another individual who provides personal identification and consent from the person about whom the information is written or where disclosure would not be an unreasonable invasion of the privacy of the person about whom the information is written.
- 5.5 The College may disclose personal information to an individual who has the authority to access information under Section 33 to 36 of the Act.
(See [Appendix D](#))
- 5.6 Applicants who request information under the Act must do so in writing. Although the official request form is not required, the request should provide the information included in the request forms. (See [Appendix G](#))
- 5.7 The College will maintain a Directory of Personal Information Banks and make it accessible to the public.
- 5.8 The College may charge fees for access to records requested under the Act according to the Schedule of Maximum Fees outlined in the Act (see [Appendix A](#)). The College may not charge an individual for his/her own personal information in a record. However, the College may charge fees for services that

provide official certification of records.

- 5.9 The College will ensure the security and privacy of personal information. The College will maintain a records management, storage and disposal system.
- 5.10 As Head of a Public Body, the President is responsible for the release of Information under the Act.
- 5.11 The Director of Freedom of Information and Protection of Privacy is responsible for the implementation of the Act, the systematic access to records, and the appropriate disposal of records.
- 5.12 All College employees with management responsibilities are responsible for the maintenance of personal records and access to records according to the retention periods outlined in the Directory of Personal Information Banks.
- 5.13 All employees are responsible for receiving and referring requests according to the procedures outlined in the policy.

6. GUIDELINES/STANDARDS

- 6.1 B.C. Information, Science and Technology Agency. Freedom of Information and Protection of Privacy Act. Policy and Procedures Manual , 1994.
- 6.2 Directory of Personal Information Banks.
- 6.3 B.C. Information, Science and Technology Agency. Freedom of Information and Protection of Privacy, Guide to Good Privacy Practices, 1996.
- 6.4 Orders of the Information and Privacy Commissioner for British Columbia.
- 6.5 Canadian Psychological Association. Canadian Code of Ethics for Psychologists, 3rd ed., 2000.
- 6.6 B.C. Clinical Counsellors Association. Ethical Practice Standards, 1999.

7. EXCEPTIONS

Exceptions to access to information are defined by the Act. All exceptions are screened by the Director acting in consultation with the President. (See Exceptions in [Appendix C](#))

8. PROCEDURES

- 8.1. When a request is received, the employee shall determine whether the request is for information that is routinely available under the policy and procedures of the department that has received the request. If the record is not routinely available, the request should be referred to the supervisor. If the record is routinely available, the record should be provided to the requester without delay. (See [Appendix H](#) for flowchart.)
- 8.2. The supervisor shall determine whether the request is for personal information or other information. The supervisor will assess the request and if he/she is not authorized to release the information, will forward the request to the Director for reply and processing.
- 8.3. The supervisor shall forward the request to the Director within 24 hours of receiving the request.
- 8.4. When the Director receives a request for information, he/she shall request access to applicable records from the appropriate department.
- 8.5. The department shall retrieve the record and forward it to the Director within 72 hours.
- 8.6. The Director shall acknowledge each request in writing and provide an initial estimate of fees, if any.
- 8.7. The Director shall assess the records, copy them, and return the originals to the Department holding the record within 48 hours.
- 8.8. The Director shall process the requests according to the procedures and timelines outlined in the Act, consulting with appropriate departments, applying the exception rules, severing personal or other information, and preparing the record to be disclosed for final approval of the President.
- 8.9. The Director shall maintain records of the requests for statistical purposes and report to the government as required.
- 8.10. The Director shall maintain the Directory of Personal Information Banks and make it accessible to the public.
- 8.11. The College will develop appropriate consent forms for the release of personal information.
- 8.12. Time frames delineated as above may be adjusted by the Director.

9. INQUIRIES

For further information regarding this policy, contact the Director of Freedom of Information and Protection of Privacy

10. APPENDICES

[Appendix A](#): Fees

[Appendix B](#): Records

[Appendix C](#): Exceptions

[Appendix D](#): Personal Information

[Appendix E](#): Rules for Implementing the Freedom of Information and Protection of Privacy Act at Langara College

[Appendix E](#): Examples of Release Forms
F.1. College Application Form—Declaration of Applicant

[Appendix G](#): Request Forms

[Appendix H](#): Flowchart of Requests

APPENDIX A

FEES
SCHEDULE OF MAXIMUM FEES*

1. For applicants other than commercial applicants:	
(a) for locating and retrieving a record	\$7.50 per ¼ hour after the first 3 hours
(b) for producing a record manually	\$7.50 per ¼ hour
(c) for producing a record from a machine readable record	\$16.50 per minute for cost of use of central mainframe processor and all locally attached devices plus \$7.50 per ¼ hour for developing a computer program to produce the record
(d) for preparing a record for disclosure and handling a record	\$7.50 per ¼ hour
(e) for shipping copies	actual costs of shipping method chosen by applicant
(f) for copying records	
(i) photocopies and computer printouts	\$0.25 per page (8.5" x 11", 8.5" x 14") \$0.30 per page (11" x 17")
(ii) floppy disks	\$10.00 per disk
(iii) computer tapes	\$40.00 per tape, up to 2400 feet
(iv) microfiche	\$10.00 per fiche
(v) 16mm microfilm duplication	\$25.00 per roll
(vi) 35mm microfilm duplication	\$40.00 per roll
(vii) microfilm to paper duplication	\$0.50 per page
(viii) photographs (colour or black and white)	\$5.00 to produce a negative \$12.00 each for 16" x 20" \$9.00 each for 11" x 14" \$4.00 each for 8" x 10" \$3.00 each for 5" x 7"

(ix)	photographic print of textual, graphic or cartographic record (8" x 10" black and white)	\$12.50 each
(x)	hard copy laser print, black and white 300 dots/inch	\$0.25 each
(xi)	hard copy laser print, black and white 1200 dots/inch	\$0.40 each
(xii)	hard copy laser print, colour	\$1.65 each
(xiii)	photomechanical reproduction of 105mm cartographic record/plan	\$3.00 each
(xiv)	slide duplication	\$0.95 each
(xv)	plans	\$1.00 per square metre
(xvi)	audio cassette duplication	\$10.00 plus \$7.00 per ¼ hour of recording
(xvii)	video cassette (1/4" or 8mm) duplication	\$11.00 per 60 minute cassette plus \$7.00 per ¼ hour of recording
		\$20.00 per 120 minute cassette plus \$7.00 per ¼ hour of recording
(xviii)	video cassette (1/2") duplication	\$15.00 per cassette plus \$11.00 per ¼ hour of recording
(xix)	video cassette (3/4") duplication	\$40.00 per cassette plus \$11.00 per ¼ hour of recording

2. For commercial applicants:

- (a) for service listed in Item 1 the actual cost of providing that service

Section 7 of the Regulation permits public bodies to charge fees to applicants for access to information. Subsection 75(3) of the Act prohibits public bodies from charging applicants for access to their own personal information. Public bodies may charge applicants fees for access to their own personal information only where this has been expressly provided for in another enactment. The Schedule to the Regulation sets **maximum** dollar figures chargeable to non-commercial applicants. Public bodies may charge less or not charge at all.

*From Freedom of Information and Protection of Privacy Act Policy and Procedures Manual Appendix 6.2

APPENDIX B

RECORDS

Excerpt from the Freedom of Information and Protection of Privacy Act.

Part I: Introductory Provisions

3. Scope of this Act

3. (1) This Act applies to all records in the custody or under the control of a public body, including court administration records, but does not apply to the following:
- (a) a record in a court file, a record of a judge of the Court of Appeal, Supreme Court or Provincial Court, a record of a master of the Supreme Court, a record of a justice of the peace, a judicial administration record or a record relating to support services provided to the judges of those courts;
 - (b) a personal note, communication or draft decision of a person who is acting in a judicial or quasi judicial capacity;
 - (c) a record that is created by or for, or is in the custody or control of, an officer of the Legislature and that relates to the exercise of that officer's functions under an Act;
 - (c.1) a record that is created by or for, or is in the custody or control of, the Children's Commission and that relates to the exercise of the commission's functions under the Children's Commission Act;
 - (d) a record of a question that is to be used on an examination or test;
 - (e) a record containing teaching materials or research information of employees of a post-secondary educational body;
 - (f) material placed in the British Columbia Archives and Records Service by or for a person or agency other than a public body;
 - (g) material placed in the archives of a public body by or for a person or agency other than the public body;
 - (h) a record relating to a prosecution if all proceedings in respect of the prosecution have not been completed;
 - (i) a record of an elected official of a local public body that is not in the custody or control of the local public body.
3. (2) This Act does not limit the information available by law to a party to a proceeding.

APPENDIX C

EXCEPTIONS

Summary of Exceptions to the Requirement to Disclose Under the Freedom of Information and Protection of Privacy Act.

Selected and Adapted from the Freedom of Information and Protection of Privacy Act.

Mandatory Exceptions

1. The College must not disclose the following information:
 - (a) Advice, recommendations, policy considerations, or draft legislation or regulations prepared for the Executive Council of the B.C. government (“Cabinet”).
 - (b) Law enforcement information harmful to intergovernmental relations, unless the College has the consent of the Attorney General; and other information harmful to intergovernmental relations, unless the College has the consent of Cabinet.
 - (c) Information received in confidence from a government, or harmful to aboriginal self government or treaty negotiations, unless the College has the consent of Cabinet.
 - (d) Disclosure harmful to the business interests of a third party.
 - (e) Personal information which would be an unreasonable invasion of a third party’s privacy.

Discretionary Exceptions

2. The College may refuse to disclose the following information:
 - (a) Drafts of Langara College Board resolutions.
 - (b) The substance of deliberations of a meeting of the College Board or Board Committees if the meeting is authorized to be held in camera.
 - (c) Advice or recommendations developed by or for the College or another public body or a minister.
 - (d) Information subject to solicitor-client privilege, including legal advice given to the College and material prepared by the College for the purpose of obtaining legal advice.
 - (e) Disclosure harmful to law enforcement.

- (f) Disclosure harmful to the financial or economic interests of the College or another public body or the B.C. government.
- (g) Disclosure harmful to the conservation of heritage or anthropological sites or rare or endangered species or resources.
- (h) Disclosure harmful to individual or public safety or to a person's mental or physical health.
- (i) Information available for purchase by the public.
- (j) Information that will be published or released within 60 days.

APPENDIX D

PERSONAL INFORMATION

Excerpted from the Freedom of Information and Protection of Privacy Act.

DEFINITION

Under the Act, personal information means recorded information about an identifiable individual, including:

- (a) the individual's name, address, or telephone number;
- (b) the individual's race, national or ethnic origin, colour, or religious or political beliefs or associations;
- (c) the individual's age, sex, sexual orientation, marital status, or family status;
- (d) an identifying number, symbol or other particular assigned to the individual;
- (e) the individual's fingerprints, blood type or inheritable characteristics;
- (f) information about the individual's health care history, including a physical or mental disability;
- (g) information about the individual's education, financial, criminal or employment history;
- (h) anyone else's opinions about the individual; and
- (i) the individual's personal views or opinions, except if they are about someone else.

Collection, Protection and Retention of Personal Information by Public Bodies

Purpose for which personal information may be collected

26 No personal information may be collected by or for a public body unless

- (a) the collection of that information is expressly authorized by or under an Act,
- (b) that information is collected for the purposes of law enforcement, or
- (c) that information relates directly to and is necessary for an operating program or activity of the public body.

How personal information is to be collected

27 (1) A public body must collect personal information directly from the individual the information is about unless

- (a) another method of collection is authorized by
 - (i) that individual,
 - (ii) the commissioner under section 42 (1) (i), or
 - (iii) another enactment,
- (b) the information may be disclosed to the public body under sections 33 to 36, or
- (c) the information is collected for the purpose of
 - (i) determining suitability for an honour or award including an honorary degree, scholarship, prize or bursary,
 - (ii) a proceeding before a court or a judicial or quasi judicial tribunal,

- (iii) collecting a debt or fine or making a payment, or
 - (iv) law enforcement.
- (2) A public body must tell an individual from whom it collects personal information
- (a) the purpose for collecting it,
 - (b) the legal authority for collecting it, and
 - (c) the title, business address and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.
- (3) Subsection (2) does not apply if
- (a) the information is about law enforcement or anything referred to in section 15 (1) or
- (2), or
- (b) the minister responsible for this Act excuses a public body from complying with it because doing so would
 - (i) result in the collection of inaccurate information, or
 - (ii) defeat the purpose or prejudice the use for which the information is collected.

USE AND DISCLOSURE OF PERSONAL INFORMATION BY PUBLIC BODIES

Use of personal information

32. A public body may use personal information only
- (a) for the purpose for which that information was obtained or compiled, or for a use consistent with that purpose (see section 34).
 - (b) If the individual the information is about has identified the information and has consented, in the prescribed manner, to the use, or
 - (c) For a purpose for which that information may be disclosed to that public body under Sections 33 to 36.

Disclosure of personal information

33. A public body may disclose personal information only
- (a) in accordance with Part 2,
 - (b) if the individual the information is about has identified the information and consents, in the prescribed manner, to its disclosure,
 - (c) for the purpose for which it was obtained or compiled or for a use consistent with that purpose (see section 34),
 - (d) in accordance with an enactment of British Columbia or Canada that authorizes or requires its disclosure,
 - (e) for the purpose of complying with a subpoena, warrant or order issued or made by a court, person or body with jurisdiction to compel the production of information,
 - (f) to an officer or employee of the public body or to a minister, if the information is necessary for the performance of the duties of, or for the protection of the health or safety of, the officer, employee or minister,
 - (g) to the Attorney General for use in civil proceedings involving the government,
 - (h) to the Attorney General or a person referred to in section 37 of the Coroners Act, for the purposes of that Act,

- (i) for the purpose of
 - (i) collecting a debt or fine owing by an individual to the government of British Columbia or to a public body, or
 - (ii) making a payment owing by the government of British Columbia or by a public body to an individual,
- (j) to the auditor general or any other prescribed person or body for audit purposes,
- (k) to a member of the Legislative Assembly who has been requested by the individual the information is about to assist in resolving a problem,
- (l) to a representative of the bargaining agent who has been authorized in writing by the employee, whom the information is about, to make an inquiry,
- (m) to the British Columbia Archives and Records Service, or the archives of a public body, for archival purposes,
- (n) to a public body or a law enforcement agency in Canada to assist in an investigation
 - (i) undertaken with a view to a law enforcement proceeding, or
 - (ii) from which a law enforcement proceeding is likely to result,
- (o) if the public body is a law enforcement agency and the information is disclosed
 - (i) to another law enforcement agency in Canada, or
 - (ii) to a law enforcement agency in a foreign country under an arrangement, written agreement, treaty or legislative authority,
- (p) if the head of the public body determines that compelling circumstances exist that affect anyone's health or safety and if notice of disclosure is mailed to the last known address of the individual the information is about,
- (q) so that the next of kin or a friend of an injured, ill or deceased individual may be contacted, or
- (r) in accordance with sections 35 and 36.

Definition of consistent purposes

34. (1) A use of personal information is consistent under section 32 or 33 with the purposes for which the information was obtained or compiled if the use
- (a) has a reasonable and direct connection to that purpose, and
- (2) is necessary for performing the statutory duties of, or for operating a legally authorized program of, the public body that uses or discloses the information.

Disclosure for research or statistical purposes

35. A public body may disclose personal information for a research purpose, including statistical research, only if
- (a) the research purpose cannot reasonably be accomplished unless that information is provided in individually identifiable form or the research purpose has been approved by the commissioner,

- (b) any record linkage is not harmful to the individuals that information is about and the benefits to be derived from the record linkage are clearly in the public interest,
- (c) the head of the public body concerned has approved conditions relating to the following:
 - (i) security and confidentiality;
 - (ii) the removal or destruction of individual identifiers at the earliest reasonable time;
 - (iii) the prohibition of any subsequent use of disclosure of that information in individually identifiable form without the express authorization of that public body, and
- (d) the person to whom that information is disclosed has signed an agreement to comply with the approved conditions, this Act and any of the public body's policies and procedures relating to the confidentiality of personal information.

Disclosure for archival or historical purposes

36. The British Columbia Archives and Record Service, or the archives of a public body, may disclose personal information for archival or historical purposes if
- (a) the disclosure would not be an unreasonable invasion of personal privacy under section 22,
 - (b) the disclosure is for historical research and is in accordance with section 35,
 - (c) the information is about someone who has been dead for 20 or more years, or
 - (d) the information is in a record that has been in existence for 100 or more years.

APPENDIX E

RULES FOR IMPLEMENTING THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT AT LANGARA COLLEGE

The purpose of these guidelines is to clarify specific issues raised by college employees concerning the collection, use, storage, and disclosure of records. These examples are illustrative and not exhaustive. Questions concerning specific practices should be directed to the Director of Freedom of Information and Protection of Privacy.

Note: issues relating to Health and Safety should be dealt with according to College policy.

I. PROTECTION OF PRIVACY

A. General

1. Social Insurance Number
Use of the social insurance number shall be restricted to the requirements of Human Resources, Payroll, and federal Income Tax Regulations in compliance with federal and provincial acts.
2. Evaluations
Anyone else's opinion provided in a record about an individual is the personal information of the individual about whom the opinion or comments were written.
3. Library Records
Individual Circulation Records are confidential and may only be accessed for uses that comply with the "consistent purpose" for which the information was collected.
4. Lawyers Working on Behalf of a Client
Lawyers who request access to personal information must provide the client's written consent to access the information.
5. Lawyers with Court Order/Subpoena
Lawyers who require personal information must present a court order or subpoena unless they are requesting information under item 4 above.
6. Public Authorities
Workers Compensation Board has authority to investigate claims and request information under Section 71 (8) and 88(3) of the Workers Compensation Board Act. The Insurance Corporation of British Columbia and Employment Insurance Commission must have consent to access personal information.

B. Student Information

1. Posting of Grades
Grades must not be posted.
2. Class Lists
Class lists shall not be distributed to or shown to students. Other students shall not have access to names of or other identifying information on students unless the students have consented.

Instructors may access only their own class lists.
3. Access by Parents or Legal Guardians
Parents and legal guardians require consent to access personal information about students.
4. References for Employers
Students must provide consent to enable college employees to provide references to potential employers.
5. Student Evaluations
Instructors must give marked papers, exams and other student material directly to the student or make arrangements to transfer the material to the student in a secure manner.
6. Telephone Information
Students requesting personal information by telephone should identify themselves in such a manner that the employees can verify the identity of the student. A student address or phone number is NOT sufficient to confirm the student's identity.

In Student Services, only supervisors or their delegates may provide telephone information. Student Services asks for exact name, address and phone number in Banner, plus Social Insurance Number and Date of Birth. In some cases, Student Services calls back to the phone number to ensure the validity of the caller.
7. Telephone Messages
Employees who leave messages at the home of a student should not reveal the personal information about the student in the message. Messages should be stated in such a way as to ensure privacy and confidentiality.
8. Clinical Journals
Students who complete clinical journals should follow the rules of confidentiality and record creation set by the institution in which they are working. The journals are restricted on a "need to know" basis to the instructional faculty of the department. Instructors who write clinical journals about their students should follow rules of objectivity and confidentiality. Students have the right to access the journals written about them.

9. Counselling Notes
Clients are entitled to access the notes maintained by counsellors in the deliberation of their counselling session. Rules of confidentiality governing the counselling profession should be used. (B.C. Clinical Counsellors Association. Ethical Practice Standards, 1999. Canadian Psychological Association, Canadian Code of Ethics for Psychologists, 2000.) In addition, the counsellors should follow the rules of clinical practice when recording their observations.

10. Documentation of Disability
The Coordinator of Services for Disabilities collects information on disabilities from the student. The information collected on the disability may be forwarded to the agencies providing services with the consent of the student.

11. Research on Human Subjects
 - (a) The college application form at Langara College includes the permission to use student information for research and statistical purposes.
 - (b) Proposals for research projects using human subjects must be in accordance with the disclosure requirements of the Act and College policy.

12. Access by Student Union
The Student Union must provide written consent from the student to access personal information. Langara College's application form includes a statement of permission for limited access by the Student Union for very specific use: name, address, telephone number and program in which the student is registered.

13. Student Phone Numbers and Addresses
Student phone numbers and addresses may be provided to employees only on a "need to know" basis.

14. Student Documents
 - (a) Release to Students
Students may access and/or receive a copy of their personal documents such as transcripts, medical and reference letters even if they originally supplied them. Reference letters supplied in confidence may not be released to the student without permission from the referee. Third party information must be removed before release.

 - (b) Release to College Employees.
Employees may access personal information only in accordance with the College's Access to Student Information Policy.

15. Financial Sponsors
Financial sponsors must have the student's consent to access personal information.

16. Lists of Students Receiving Credentials
The names of students receiving credentials may be published only with consent.
17. Images
Images may be published only with the consent of the individuals depicted in the image.
18. Web
The display of personal information on the Web requires consent from the individual concerned.
19. Electronic Mail
Student electronic mail addresses may not be provided to other students without consent.

C. Employees

1. References for Employers
References may be given only if the individual has given permission.
2. Job Applications to Langara
Job applications must be kept for one year after the decision on a job competition is completed. Unsolicited job applications must be kept for one year following receipt.
3. Selection Committee Records
Notes of the committee members, criteria, and rating grids, etc. are all considered College records. The applicant is entitled to the parts of the documents pertaining to the applicant. Members of the selection committee should keep notes factual and brief and return all comments to the Selection Committee Chair following the process. Notes must be kept a minimum of one year after the decision on the competition has been made.
4. Evaluation of Employees
The employees are entitled to evaluative information about themselves.
5. Confirmation of Employment
Employees must consent to have their information released to confirm employment status for agencies such as banks.
6. Access to Employee Information
 - (a) Employees have a right to access their own records.
 - (b) Employees within the College have a right to access other employees' records only if their use is authorized for a "consistent purpose" as determined by the Human Resources Department or with consent.

7. Union Access
Access to personnel records is restricted to the specific clauses in the Collective Agreements, such as name and payroll information. Other uses require consent.
8. The Workers Compensation Board
The Workers Compensation Board must be granted access to information in accordance with its Act.
9. Monetary Settlements
Disclosure of financial settlements will require a written request as per the Act.
10. Telephone Messages
Employees must exercise extreme caution in ensuring that messages left on the telephone to employees or prospective employees are stated in such a manner as to ensure personal privacy and confidentiality.
11. Grievances
Decisions related to grievance records will be made on a case-by-case basis.

D. Instructors

1. Teaching Materials
The Act does not apply to teaching materials. Copyright policies and collective agreements may apply to the use of these teaching materials.
2. Exams
Completed exams that are returned to students are no longer College records. Any completed exams kept by the instructors must be retained for one year. Samples of exams may be kept on file and not released if they will be used again.

Other Personal Information

1. Homestay Records
Applicants for hosting studies in the Homestay program may have access to records about themselves. Information recorded during the screening process should be objectively stated.
2. Third Party Businesses
Personal information of businesses is not accessible without the consent of the individuals. Third party personal information may be disclosed if disclosure would not be an unreasonable invasion of privacy.

3. Service Contracts
Personal information is not accessible to others without the consent of the individuals. Access to contractor information is governed by the Regulations of the Act.
4. Prospective Students
Collection, use and disclosure of personal information is governed by the Act. Applications need to be maintained for at least one year.

II. ACCESS TO INFORMATION

1. Minutes of Meetings
Minutes of all college meetings are accessible to the public, with the exception of in camera meetings of the Board. Minutes of meetings should be kept in a manner which summarizes the main events, discussions, motions, and actions. Verbatim documentation or an attempt to capture conversations verbatim should be kept to a minimum, on a “need to document” basis only. Personal comments and references to personal information should be avoided.
2. Professional Contracts
After a decision has been made to award a contract, copies of the evaluation committee members’ notes and memoranda may be released in response to a formal written request, provided no exceptions apply.
3. “Invitation to Tender” Lists
Invitation to Tender Lists are routinely available. A fee may be charged.

APPENDIX F

EXAMPLES OF RELEASE FORMS

F.1. Application Form
Declaration of Applicant

1. Acceptance of this application is not a guarantee of admission. Admission is subject to qualifications and an availability of seats.
2. In signing I certify that all statements on this application and supporting documents are true, complete and valid, and I authorize Langara College to verify any information provided as part of this application. I understand that evidence of falsified documents or misrepresentation may result in cancellation of admission or registration. I accept that information on falsified documents is shared with the Association of Registrars of Universities and Colleges of Canada. I understand that personal information on my record is collected and protected in compliance with the B.C. College and Institute Act and the B.C. Freedom of Information and Protection of Privacy Act and will only be used for research and statistical purposes. Personal information such as name, address, phone number and college program may be provided to the Langara College Foundation and Alumni Association, and the Students' Union and may be used to provide alumni with information on alumni services, special events and offerings. Questions about the collection and use of this information should be directed to the Registrar.

I have read and understood the above statements.

Signature of Applicant

Date

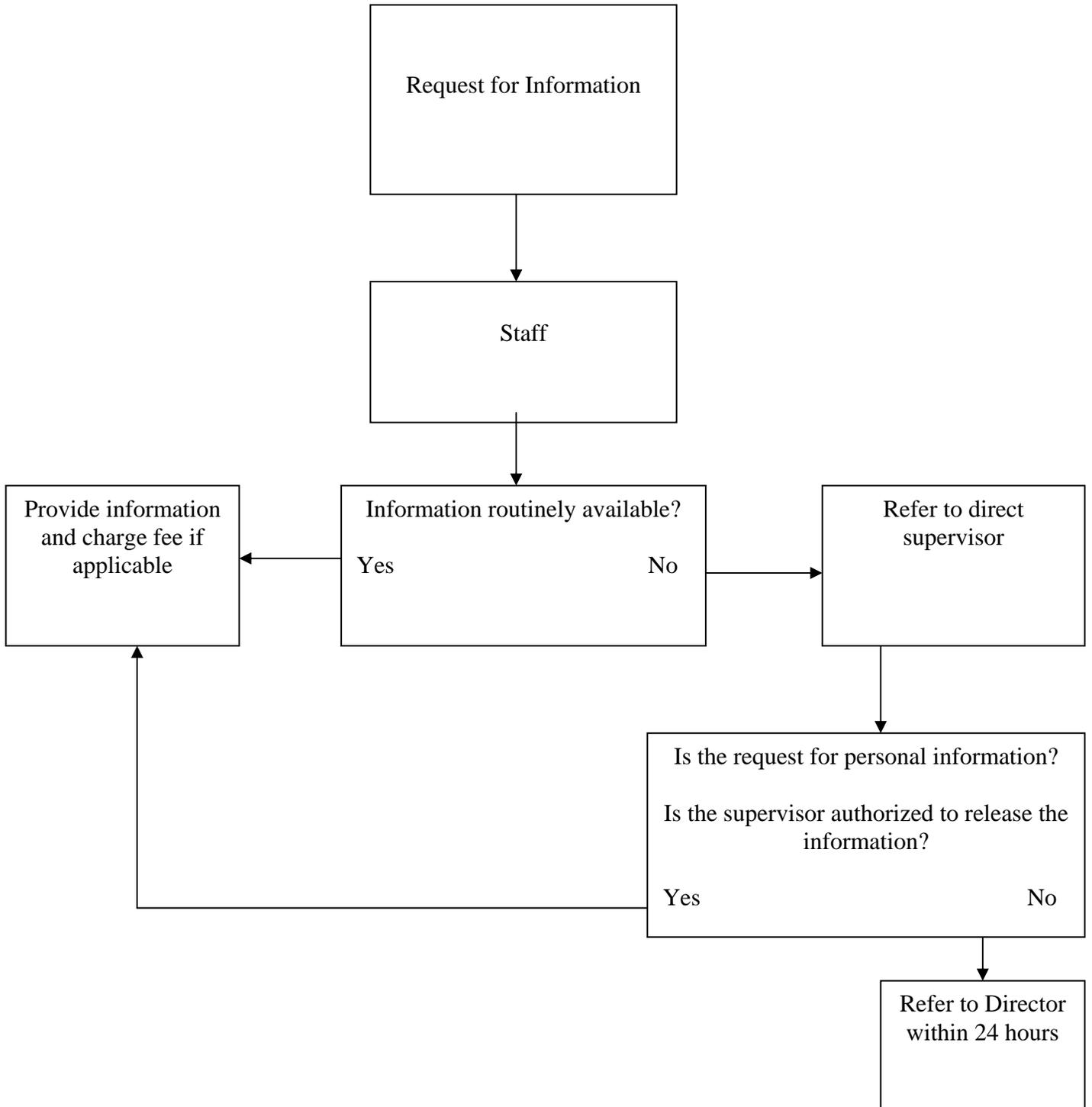
APPENDIX G

REQUEST FOR INFORMATION FORMS

1. [Request for Access to Records](#)
2. [Request for Correction of Personal Information](#)

APPENDIX H

FLOWCHART OF REQUESTS





Personal Information Protection Act

REQUEST TO ACCESS PERSONAL INFORMATION **and/or** REQUEST TO CORRECT PERSONAL INFORMATION

NAME OF ORGANIZATION TO WHICH YOU ARE DIRECTING YOUR REQUEST			
YOUR NAME			
Last Name	First Name	Middle Name	
YOUR ADDRESS			
Street, Apt. #; P.O. Box #; RR #	City / Town	Province/Country	Postal Code
YOUR TELEPHONE / FAX NUMBER(S)			
Day Phone No. ()	Alternate Phone No. ()	Fax No. ()	
DETAILS OF REQUESTED INFORMATION			
I am requesting access to the following personal information: <i>[Please describe the record(s) you are requesting. Be as specific as possible as this will assist the request process.]</i>			<input type="checkbox"/>
I am requesting information about the way my personal information referred to above has been and is being used by the organization.			<input type="checkbox"/>
I am requesting the names of individuals and organizations to whom the personal information referred to above has been disclosed by the organization.			<input type="checkbox"/>
I am requesting the organization correct my personal information in the following manner: <i>[Please provide details as to why you think there are errors or omissions concerning your personal information.]</i> **			<input type="checkbox"/>

**** Please attach a letter if there is not enough room on this form.**

Signature: _____

Date: _____