



Policy Number:	15
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Approved By:	President, VP of Operations
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Privacy Policy

Purpose

ACATCM committed to protecting the privacy of individuals who work and study at the College or who otherwise interact with the College in accordance with the standards set out in the *Personal Information Privacy Act*.

Scope

This policy applies to Personal Information in the custody or under the control of ACATCM.

Policy

As a private institution which operates with a high degree of autonomy and self-regulation, ACATCM affirms the importance of the principle of freedom of information and the obligation to conduct its operations as much as possible in ways which are open to public scrutiny. The College is also committed to the protection of the privacy of those who work and study at the College.

Accountability

Responsibility for ensuring compliance with the provisions of PIPA rests with the Academic Council.

Collection of Personal Information

1. ACATCM will collect Personal Information only for the following purposes:
 - a. the information relates directly to and is necessary for an operating program or activity of the College;
 - b. the Collection of information is expressly authorized by an enactment of Alberta or Canada; or
 - c. the information is collected for the purposes of law enforcement.
2. The College will collect Personal Information directly from the individual the information is about unless there is a reasonable requirement to collect from another source and the indirect Collection is permitted under PIPA;
3. Details relating to the purpose for the Collection of Personal Information will be provided to the individual when Personal Information is collected directly from the individual.

Use of Personal Information

Personal Information will not be used for a purpose other than the purpose for which it was collected or for a use consistent with that purpose except with the Consent of the individual or as permitted under PIPA.

Disclosure of Personal Information

Personal Information will only be made public or disclosed to a Third Party under the following circumstances:

1. the Disclosure is for the purpose identified at the time of collection or for a purpose consistent with the original purpose;
2. the individual the Personal Information is about has consented to the Disclosure;
3. the Disclosure is not considered to be an unreasonable invasion of privacy;
4. the Disclosure is required, permitted or authorized under PIPA

It is not considered to be an unreasonable invasion of an ACATCM employee's privacy to release the following information to a Third Party:

1. employment status;
2. business address, telephone number, e-mail address;
3. job title;
4. job profile;
5. rank;
6. relevant educational qualifications;
7. attendance at or participation in a public event or activity related to the institution (e.g.: cultural event); or
8. publications listed in an academic staff member's annual report.

Retention

1. The college will retain Personal Information only as long as necessary for the fulfillment of its purposes as defined in its retention rules.
2. Refer to *Student Academic Record and Alumni Record Storage and Confidentiality Policy* for more information

Security

ACATCM will take reasonable steps to protect information from unauthorized access, collection, use, disclosure or destruction.

When the College retains an external organization to undertake work on its behalf that involves the disclosure of Personal Information, the College will enter into an information sharing agreement with that organization. The information sharing agreement will set out conditions that ensure that the ACATCM responsibility for the protection of Personal Information will be fulfilled by the external organization on its behalf.

Access

1. Individuals have a right of access to Personal Information about themselves in the custody or under the control of the College subject to specific and limited exceptions as provided in PIPA;
2. Employment or academic references will only be disclosed to the subject with the consent of the referee;

A request by an individual for access to their own Personal Information should initially be directed to the Human Resources or Academic Affairs Department.