



<b>Policy</b>	#1-01
<b>Approved By:</b>	SLT
<b>Approval Date:</b>	July 27, 1994
<b>Revision Date:</b>	April, 2011 November 16, 2016
<b>Effective Date:</b>	November 16, 2016
<b>Date to be Reviewed:</b>	November 16, 2021
<b>Administrator Responsible:</b>	VPL&S

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

### POLICY STATEMENT

North Island College complies in full with the provisions of the *Freedom of Information and Protection of Privacy Act*, [RSBC 1996] Chapter 165 (FOIPPA) by providing a legal right of access to records in the custody of, or under the control of the College, while at the same time preventing the unauthorized collection, use or disclosure of personal information.

### PURPOSE STATEMENT

This is an enabling policy which complies with the *Freedom of Information and Protection of Privacy Act*, [RSBC 1996] Chapter 165.

North Island College designates the President and Chief Executive Officer as Head of the institution.

North Island College designates the Office of Vice President Learning & Students as the Information and Privacy Office for the College.

### PRINCIPLES

North Island College employees will manage the creation, storage and disposition of records, as well as managing requests for access to records, as required under the *Freedom of Information and Protection of Privacy Act* (FOIPPA).

North Island College reserves the right to charge fees for requests for records in compliance with the provisions of the FOIPPA.

**Guidelines**

North Island College employees who receive a request under the FOIPPA for a College held record shall contact the Executive Assistant to the Vice-President of Learning & Students for assistance at [FOIPP@nic.bc.ca](mailto:FOIPP@nic.bc.ca).

**Legislative and Collective Agreement References:**

*Freedom of Information and Protection of Privacy Act*, [RSBC 1996] Chapter 165

**Cross Reference:**

Policy #1-05 Records Management