

**TITLE:** **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**  
(Relates to EL-1: General Executive Constraint)  
(Relates to EL-2: Treatment of Staff)  
(Relates to EL-5: Asset Protection)  
(Relates to EL-7: Treatment of Students)

**EFFECTIVE DATE:** January, 2005

**PURPOSE:**

Red Deer College (RDC) is committed to respecting the privacy of our staff, students, visitors, and donors.

**POLICY STATEMENT:**

Any personal information provided by an individual to RDC that enters a system of records is collected under and will be managed in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act of Alberta. RDC does not collect personal information for commercial marketing or for distribution to any private organizations unless specifically authorized by an individual at the point of collection of the information.

**Guidelines:**

1. If an individual contacts RDC in person, by phone, by email or voluntarily completes an on-line form, RDC will only use that information for the purpose of responding or for the purpose for which it was obtained.
2. At the point of collection, the individual will be informed that the information is being collected, the purpose for which it is being collected, and that they have the right of access to the collected information.
3. Information will only be kept for the length of time necessary to fulfill the purpose for which it was collected and will be managed in accordance with Records and Information Management Guidelines.

**ACCOUNTABILITY:** Vice President of Human Resources

**RESPONSIBILITY:** Vice President of Human Resources

**Consultation for Review:** Vice President Academic, Director of Student Services, and Vice President of College Services

**Policy Review Date:** January, 2006

**Associated Policy:** Web Site Privacy