

TITLE: **WEB SITE 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 providing our staff, students, visitors, and donors with web sites that respect their privacy.

POLICY STATEMENT:

RDC web sites do not automatically gather any personal information from individuals accessing our web sites. If personal information is provided by an individual that enters a system of records, it 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.

RDC web sites may contain links to other sites. RDC does not take responsibility for the content or the privacy practices of other web sites.

Guidelines:

1. If an individual contacts RDC 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: Freedom of Information and Protection of Privacy