

**PERSONAL INFORMATION – GENERAL GUIDELINES**

Section:	Administration (AD)
Subject:	Organization of the Institute
Legislation:	<i>Freedom of Information and Protection of Privacy Act</i> (RSA 2000 cF-25).
Effective:	December 8, 2006
Revision:	September 1, 2016 (reformatted)

APPROVED: \_\_\_\_\_

President and CEO

**POLICY**

The policy of the Board of Governors is to comply with the *Freedom of Information and Protection of Privacy Act*.

**PROCEDURE****DEFINITIONS****Personal information**

As defined in Alberta's *Freedom of Information and Protection of Privacy Act*, it is recorded information about an identifiable individual, including:

1. The individual's name, home or business address or home or business telephone number;
2. The individual's race, national or ethnic origin, colour or religious or political beliefs or associations;
3. The individual's age, sex, marital status or family status;
4. An identifying number, symbol or other particular assigned to the individual;
5. The individual's fingerprints, other biometric information, blood type, genetic information or inheritable characteristics;
6. Information about the individual's health and health care history, including information about a physical or mental disability;

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7. Information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given;
8. Anyone else's opinions about the individual; and
9. The individual's personal views or opinions, except if they are about someone else.

**Personal information bank**

A collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to an individual.

**GOVERNING PRINCIPLES**

1. SAIT shall collect, use and disclose personal information only as permitted in Alberta's *Freedom of Information and Protection of Privacy Act (FOIP Act)*.

**PROCEDURE**

**A. Collection of Personal Information**

1. All collection of personal information shall satisfy the requirements of the *FOIP Act*. In particular:
  - a) All forms of collection will provide a notice to the individual of the purpose of collection in a form prescribed by SAIT's FOIP coordinator;
  - b) All information will be collected directly from the individual except as otherwise authorized by the *FOIP Act*;
  - c) All records used to make a decision about an individual will be retained for a minimum of one year from the date of that decision or for such other longer period as may be specified in record retention procedures (refer to procedure [AD.3.2.3 Retention and Disposition Schedule](#));
  - d) An individual may request that SAIT correct personal information that SAIT holds about that individual;
  - e) SAIT will take all reasonable precautions to protect personal information.

**B. Use and Disclosure of Personal Information**

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1. All uses and disclosure of personal information shall satisfy the requirements of the *FOIP Act*. In particular:
  - a) All use will be consistent with the stated purpose of collection; and
  - b) Disclosure shall be controlled and limited in accordance with the *FOIP Act* and SAIT will take all reasonable precautions to prevent the unauthorized disclosure of personal information.

**C. Responsibility**

1. The designated positions listed below are stewards who are responsible for ensuring that this procedure is followed for personal information about the designated groups of individuals and that designates within each department who have access to personal information adhere to this procedure.
  - a) Registrar, Office of the Registrar                      Students or prospective students
  - b) Director, Employee Services                      Current, prospective and former employees, contractors or volunteers
  - c) Director, Communications and Marketing                      Current, prospective and former permission-based marketing clients
  - d) Director, Alumni and Development                      Current, prospective and former members of the SAIT Alumni Association
  - e) Director, Corporate Training Solutions                      Current, prospective and former corporate clients
  - f) Director, Commercial Services                      Current, prospective and former customers of Commercial Services
  - g) Director, Finance                      Current, prospective and former vendors or suppliers; students or prospective students
  - h) Director, Information Systems                      Students or prospective students

**D. Personal Information Banks**

1. The designated stewards shall prescribe procedures governing the development and use of all personal information banks in their areas of responsibility.

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## POLICY/PROCEDURE REFERENCE

- AD.1.1 Compliance with the Freedom of Information and Protection of Privacy Act policy
- AD.1.1.2 Confidentiality of Student Information procedure
- AD.1.1.3 Confidentiality of Employee and Affiliate Information procedure

**PROCEDURE**

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