



# Retrieval of College Information Policy

**Policy Type:** Corporate

**Policy Owner:** VP Human Resources, Student Services and International

**Approval Date:** February 24, 2021

**Replaces:** Recovery of College Records and Resource Materials from Offices and/or Workstations 2006; Communication Vehicles Policy

**Initial Year of Issue:** 2006

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## Purpose

This policy sets out the conditions and requirements governing the access to, and recovery of, records and resource materials of Cambrian College (“the College”).

## Scope

All college employees.

## Definitions

**Personal information:** information about the student or another identifiable individual required in the administration of the Official Student Record including (but not limited to) name, student number, citizenship, social insurance number, Ontario Education Number, and contact information.

**Record:** recorded information in any format or medium, including correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof.

## Policy Statements

1. College information includes college records used to administer the College’s services and conduct college business operations.

2. The College has less ability to keep private the personal information of an employee if that employee is away from the College and steps have not been taken to ensure that College business is being handled in their absence.
3. In the event that college information is required to be retrieved from college accounts or files assigned or controlled by an absent employee, the College:
  - 3.1. Ensures that the employee is contacted, advised of the need and reason for access, and provided a request to obtain the location of the required college information, unless such communication is reasonably assessed by the College to be likely unsuccessful, or where the College has business or compassionate reasons to omit this step.
    - a. Should the College be unable to reach the employee, or should it choose to omit this step, it will take measures necessary to obtain the required college information
    - b. The immediate supervisor of the employee is required to document the request as well as the attempts to contact the employee.
  - 3.2. Endeavors to avoid unnecessarily accessing Personal Information during the retrieval where reasonably feasible.
  - 3.3. Provides information regarding the reason for access and the items retrieved when the employee is available, if, and when appropriate.
4. Weighed against competing interests, the College makes reasonable efforts to ensure employee privacy. However, employees have reduced privacy rights as against the College, when their personal information is stored, or communicated, on college resources.

## **Responsibilities and Accountability**

**Associate Vice President Human Resources and Student Services** is responsible for:

- Ensuring the accessibility and communication of this policy and any associated procedures.

**College Administrators** are responsible for:

- Familiarizing themselves with the requirements of this policy including any associated procedures.
- Communicating the policy requirements and any associated procedures to employees.
- Ensuring compliancy with the terms set out in this policy.

**Staff** are responsible for:

- Being familiar with the policy and its requirements.
- Complying with the requirements of the policy.

## **Related Policies**

- [Code of Conduct Policy](#)
- [Information Technology Acceptable Use Policy](#)
- [Internal Privacy Policy](#)
- [Record Retention Policy](#)
- [Student Records Policy](#)