



21. PRIVACY POLICY

SECTION Governance	DATE DRAFTED January 23, 2009
	EFFECTIVE DATE February 26, 2009
APPROVAL/AUTHORITY Board of Governors	LATEST REVISION February 26, 2009
Original signed by Board Chair	

INTENT

The Board of the Alberta College of Art + Design (ACAD) is responsible for ensuring the establishment of policies and procedures in compliance with federal and provincial privacy legislation.

SCOPE

This policy applies to the collection, use, disclosure and retention of personal information of faculty, staff, students, Board members, volunteers and donors of ACAD.

POLICY

1. ACAD shall make information about its policies and practices regarding the management of personal information readily available to its faculty, staff, students, Board members, volunteers and donors.
2. ACAD shall designate a staff position that is responsible for compliance with its privacy policy.
3. ACAD shall identify the purpose for which personal information is collected at the time or before the information is collected.
4. Knowledge and consent of the individual are required for the collection, use or disclosure of personal information.
5. Collection shall be limited to personal information that is necessary for the purposes identified by ACAD.
6. Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with consent or as required by law.



7. Personal information shall be accurate, complete and up-to-date as necessary for the purpose for which it is used.
8. Personal information shall be protected by security safeguards appropriate to the sensitivity of the information.
9. Upon request, an individual shall be informed of the existence, use and disclosure of his/her personal information and shall be given access to that information.
10. An individual may challenge compliance by making a complaint to the designated individual responsible for compliance with this policy.

REFERENCE DOCUMENTS

- Freedom of Information and Protection of Privacy Act (FOIP)