

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY PROCEDURES

Definitions

The following definitions apply to this policy and procedures:

Access

Refers to the process for viewing or using records in the custody or control of CNC under the Act.

Act or "FIPPA"

The BC Freedom of Information and Protection of Privacy Act, including regulations.

Administrator

A CNC employee with responsibility or accountability for directing or overseeing a distinct program area, campus, or department.

Business Contact Information

Contact information for an individual at a place of business includ

body including a local government body, a health care body, a social services body, an educational body, or a governing body of a profession or occupation designated in Schedule 3 of FIPPA.

Record

Any information recorded or stored by any means whether in hard copy or electronic format. This includes, but is not limited to documents, text messages, letters, emails, telephone records, written notes, maps, drawings, photographs, video, and papers.

Service Provider

A person or company retained under a contract or agreement to perform services for CNC.

Unauthorized Disclosure

The disclosure, production, or provision of access to personal information to which FIPPA applies, if that disclosure, production, or access is not authorized under FIPPA.

Procedures

1. Access to Information

1.1. Routinely Released Information

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