



POLICY STATEMENTS

E. PROCEDURES

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

G. RELATED ACTS AND REGULATIONS

H. RELATED COLLECTIVE AGREEMENTS

A. **PURPOSE** ~~to~~ ~~maintain~~ ~~the~~ ~~College's~~ ~~records~~ ~~to~~ ~~protect~~ ~~the~~ ~~privacy~~ ~~rights~~ ~~of~~ ~~persons~~ ~~about~~ ~~whom~~ ~~the~~ ~~College~~ ~~collects~~ ~~Personal~~ ~~Information~~

- x securely maintaining Records at the College to protect the privacy rights of persons about whom the College collects Personal Information
- x preventing the unauthorized collection, use or disclosure of Personal Information
- x facilitating access to Records



2. Information that Douglas College collects about Students includes information such as name and contact information, information related to educational and employment history, academic performance information, test results, emergency contact information, information about conduct and disciplinary history, payment and financial information, and other information that Students voluntarily provide to the College.
3. Information that Douglas College collects about its Employees includes information such as name, contact information, employment and educational history, professional designations and qualifications, emergency contact information, financial and payment information, information related to Employee benefits, information about work performance and conduct, and medical and other information that may be relevant to employment.
- 4.



