

Protecting privacy is everyone's business.

As a public body, Langara College must conform to B.C.'s information and privacy legislation. Help Langara meet its obligations by following these nine core privacy protection principles.



Limit Collection of personal information to what relates directly to, and is necessary for, your program or activity.

Notify Individuals that you are collecting their personal information and describe its use, and its disclosure to other parties. Provide a contact person to answer questions about collection, use and disclosure.

Specify the Purpose of collection before or at the time of collection, and ensure that the purpose relates directly to, and is necessary for, your program or activity.

Limit Use of personal information only to the purpose for which it was collected or for a use consistent with the original purpose as identified in the notice of collection.

Provide Choice to individuals as to whether their personal information is collected, used or disclosed, and allow individuals to access their own information or have inaccurate information corrected.

Protect & Secure personal information in your care and custody against loss or theft, unauthorized access or use, and unauthorized disclosure or destruction. The more sensitive the personal information, the more protection should be applied.

Be Open with individuals about the existence, nature, purpose and location of the personal information maintained about them.

Ensure Integrity of personal information by creating and maintaining accurate, complete and up-to-date records.

Be Accountable for complying with the principles stated above when collecting, using and disclosing personal information.

Putting privacy protection into practice.

- ✓ Give records that contain personal information to students in person. Such records include assignments, tests or other documents that include a student's name, identification number, physical address, e-mail address, telephone number, or other personal identifier.
- ✓ Do not put student records, such as completed assignments, or employee records that contain personal information in publicly accessible places, including holders outside office doors.
- ✓ Keep a 'Clean Desk' policy. Remove any records that contain personal information from your desktop when you leave your work area and place them in a lockable drawer or file cabinet.
- ✓ Protect and secure records that contain personal information on computers, laptops, portable storage devices and mobile devices by using passwords or other security measures. Delete any confidential or personal information records when no longer required.
- ✓ Send personal information by e-mail, fax machine or other electronic means only to the individual it concerns and request recipients to keep the information secure.
- ✓ Dispose of records that contain personal information according to retention schedules approved by the College. Call Joanne Rajotte at local 5660 for a copy of the *Filing and Retention Guide for Regular Studies Records* or the *Filing and Retention Guide for Managers' Records*.
- ✓ Deposit records that contain personal information in confidential destruction bins located throughout the College rather than in recycling containers, or shred them.



For more information, please contact Joanne Rajotte, Records Management and Privacy: rajotte@langara.ca or phone at local 5660.

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