1. PURPOSE AND SCOPE

The purpose of this policy is to confirm College of the North Atlantic’s commitment to the management and protection of information created and collected by the college as set out in the Management of Information Act and to comply with the requirements of the Access to Information and Protection of Privacy (ATIPP) Act, 2015.

All records created, received, and/or maintained by College of the North Atlantic employees and those acting on behalf of the college in the course of their duties, regardless of physical form or characteristic, are considered College of the North Atlantic property and are subject to its control.

Any information produced or received in the course of performing the functions of CNA shall be deemed the property of CNA and shall be subject to the terms and conditions of this policy.

This policy therefore applies to:

- All members of the college community including employees, students and third parties who have access to college information for the purpose of conducting business on behalf of the college; and
- All information and records in the custody or under the control of the college regardless of physical format.
2. POLICY

It is the policy of the college to:

- Collect information in a professional and objective manner and ensure that personal information necessary for the operations of the college and collected in accordance with ATIPP Act, 2015.

- Manage all information assets to support effective decision making, meet operational needs and protect the legal, fiscal and other interests of CNA, its employees and students.

- Make efficient use of CNA’s information assets by ensuring the records and information are organized to facilitate easy storage and access and are retained and disposed of subject to legal and policy constraints.

- Identify, capture and preserve information that serves to reconstruct the evolution of and preserve the history of, policy and program decisions or other decisions of enduring nature, and to ensure that information is organized in such a manner as to be readily accessible.

- Utilize, disclose and protect information in accordance with the original intent of its collection, with due regard for protection of privacy according to the requirements of the ATIPP Act, 2015.

- College employees who act in good faith and who execute their employment responsibilities with a reasonable standard of care are not subject to discipline. Noncompliance with the Management of Information Act, ATIPP Act, 2015 or this policy and related procedures will result in serious disciplinary action and may be subject to prosecution under section 115 of the ATIPP Act, 2015.

- College employees shall not dispose of or destroy College records except in accordance with this policy.

- Care and custody of active and semi-active records shall be the responsibility of the College departments and must comply with this policy.

3. PROCEDURE

The Chief Operating Officer will ensure that procedures are developed and implemented in accordance with this policy.