



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: PRIVACY BREACH

Policy No.	PA-602	Division	Public Affairs
Supersedes	n/a	Board Policy Ref.	GP-GR-807 & GP-RR-904
Related Procedure	PA-602-PR	Effective Date:	February 18, 2022

1. PURPOSE AND SCOPE

College of the North Atlantic (CNA) protects the privacy of its students, employees and others whose personal information is in the custody or under the control of the college. CNA will identify, manage, and respond to all possible breaches of personal information.

This policy applies to all CNA employees, contractors, consultants, vendors or any other person retained under contract to perform services for CNA.

2. POLICY

It is the policy of CNA that:

- Employees are responsible for the protection of the privacy of students, employees and others whose personal information is in the custody or under the control of CNA.
- Employees of the college will act in good faith and execute their employment responsibilities with a reasonable standard of care.
- Any employee suspecting a breach of privacy will immediately notify their supervisor, or the executive member of their respective division, and CNA's Access and Privacy Office (APO).
- CNA employees are to act in good faith and execute their employment responsibilities with a reasonable standard of care. Noncompliance with the ATIPP Act, 2015 or this policy and related procedures will result in disciplinary action.

Any person who willfully (i.e. deliberately or intentionally) contravenes the ATIPP Act, 2015 may be subject to prosecution under section 115 of the ATIPP Act, 2015.

3. PROCEDURE

The Associate Vice-President of Public Affairs shall ensure that procedures are developed and implemented in accordance with this policy and in accordance with the Newfoundland and Labrador [Access to Information and Protection of Privacy Act, 2015](#).

Approval History	
Approved by President	April 19, 2012
Revision 1	April 28, 2016
Revision 2	November 4, 2016
Revision 3	February 18, 2022