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Freedom of Information and Protection of Privacy Act (FOIPPA)	2025-09-17
Name of Policy	Implementation Date
Instructors, Senior Education Administrator	2025-09-17
Position(s) Responsible	Date of Last Revision

ACE Community College is committed to protecting the privacy, confidentiality, and security of personal information belonging to students, staff, faculty, and others. This policy establishes how ACE will collect, use, disclose, manage, and secure personal information, following principles similar to BC's FOIPPA policy.

This policy applies to all personal information in our possession or control, in any form (electronic, paper, oral), including but not limited to student records, financial records, health or immigration documents, learning management systems, and third-party vendors.

Definitions

- **Personal Information:** Any factual or subjective information about an identifiable individual.
- **Sensitive Personal Information:** Information that is more private in nature, such as health, immigration status, or financial details.
- **Consent:** Agreement given voluntarily by an individual, with knowledge of what is being collected, why, and how it will be used or disclosed.

Collection, Use, and Disclosure

- We only collect personal information that is necessary for the delivery of education, administrative operations, compliance with laws and regulations, and student support.
- Students and staff will be informed at or before the time of collection about what personal information is being collected, the purposes for which it will be used, and with whom it may be shared.
- We do not use personal information for purposes other than those for which it was collected, unless required by law or permitted under this policy.

Access, Correction, and Transparency

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- Individuals may request access to their own personal information held by ACE. We will respond within a reasonable time.

- If someone believes their record is inaccurate or incomplete, they may request correction. ACE will make corrections or provide annotations if corrections cannot be made.

- When releasing personal information to someone, ACE will verify the identity of the requester and ensure confidentiality, especially with respect to third-party or sensitive information.

Retention and Storage

- **Storage (Electronic):** Personal data stored electronically will be:
  • Securely stored with access controls and authentication;
  • Backed up regularly (at least monthly);
  • In formats that allow for safe copying and not locked to proprietary formats;
  • Managed so that only authorized individuals (Privacy Officer, Registrar, etc.) may access.

- **Storage (Physical/Paper):** Paper records are stored in locked, secure locations. Only authorized staff have access.

- **Retention:** Personal information will be kept only as long as necessary to fulfill the purposes for which it was collected, including any legal, regulatory, institutional, or contractual obligations. Then safely disposed or anonymized.

Privacy Breach and Accountability

- If a breach occurs (unauthorized access, loss, misuse of personal information), ACE will promptly take steps to contain, assess, and respond—including notifying affected individuals when required.

- We maintain logs and records of disclosures and sharing of personal information to support auditing and accountability.

Third-Party Providers

- When we contract or use vendors or partners to process personal data (e.g., cloud vendors, LMS providers), those parties must adhere to privacy and security standards at least as strict as this policy.

- Contracts will specify responsibilities, security measures, and how data will be protected and returned or destroyed when no longer needed.