

Privacy Policy

POLICY STATEMENT

Concordia College seeks to ensure that the privacy of relevant individuals is appropriately protected.

RATIONALE

Concordia College respects the privacy of its community members and seeks to manage personal information as required

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SCOPE

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APPENDIX

Concordia College is committed to transparency and will provide relevant information from official files as deemed reasonable and appropriate.

This appendix outlines the procedures for responding to requests for documents or records held by the College

- 1. Legal Compliance**
The College is not bound by Freedom of Information requests to the same extent that applies to government agencies but will comply with all legal requirements.
- 2. Student Records**
A copy of a student's last report or summary of the report will be supplied at no cost to the applicant.
- 3. Employee Records**
A Statement of Service requested by a former employee will be supplied at no cost to the applicant.
- 4. Personal Information Protection**
Personal information about individuals other than the applicant will not be disclosed.
- 5. Request Denial**
Requests for information deemed inappropriate by the Head of College or delegate or that are not legally enforceable will be denied.
- 6. Fee Structure**
If a request exceeds the information outlined in points 2 & 3 and is approved the associated costs will be charged to the applicant. If a request is denied, the applicant will be notified of the reasons for denial.