

Why do we collect personal information at CNC?

CNC collects personal information from students, employees, volunteers, donors, and others. This information is used to provide services such as registering in classes, signing up for an employee pension plan, arranging accessibility supports, or awarding a scholarship.

What personal information can we collect?

As a public body, we may only collect the personal information needed to provide our services. Information cannot be collected because it would be nice to have or just because we asked for consent to collect it. The information we collect must have an institutionally-approved purpose.

How do we collect personal information?

When collecting personal information, it is important to collect it directly from the person that it is about. This is called direct collection. In emergencies (such as medical situations) that might not always be possible. The Privacy Office can help you develop a plan when direct collection is not possible.

FIPPA also requires that when we collect personal information, we make sure to provide a collection notice that explains the following:

- The legal authority that allows us to collect the personal information.
- The purpose for collecting the information. The collection notice must explain all the ways that the personal information will be used and disclosed.
- Contact information for a position within CNC that can answer any questions about the collection.

If you are not sure how to collect personal information, contact the Privacy Office for guidance before starting to collect the personal information.

Sample Collection Notice

The College of New Caledonia ("CNC") collects your personal information under **section 26(c)** of the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c.165 for the purposes of **[explain purposes]**. If you have any questions about the processing of your personal information, please contact **[CNC employee or department/faculty]** at **[CNC email address]**.

To make sure your Collection Notice is compliant with FIPPA, email it to foipp@cnc.bc.ca for review.

What if I have more questions?

Reach out to the Privacy Office at
foipp@cnc.bc.ca



College of
New Caledonia