

- 1.4.4 Personal information must be retained and destroyed in accordance with records retention schedules established by the College or applicable legislation.

2. ROLES AND RESPONSIBILITIES

2.1 President

Changes to this policy will be processed through the President and approved by the Board of Governors.

2.2 College Departments

- 2.2.1 Employees must report any privacy breaches, complaints or requests for personal information from third parties to their supervisors as soon as possible.

2.3 Evaluation

This policy will be reviewed every 3 years.