

<b>Policy Number:</b>	<b>1.4.3 Confidentiality and Access to Information</b>
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**Relevant Statutory / Regulatory Linkages:**

- Freedom of Information and Protection of Privacy Act
- Provincial Regulations
- Funder Agreements
- Not-For-Profit Corporations Act
- Personal Information Protection and Electronic Documents Act
- Other Related Acts

**Policy Statement (Intent and Scope)**

King’s University College (King’s) respects people’s right to privacy and will strive to ensure that any and all confidential information remains confidential.

1. The Principal will ensure King’s conforms to and follows all legislative acts and regulations related to information, written, verbal and electronic, and privacy laws involving students, faculty, staff and organizational information management and disclosures.
2. The Principal will ensure a Privacy Officer or equivalent is appointed when required under legislation.
3. The Principal will ensure an Access to Information process is in place that meets the requirements of the Access to Information and other relevant Acts.
4. Any breach of confidentiality will be reported to the Principal within forty-eight (48) hours of the breach, and the Principal will determine the action or actions to be taken based on legislative requirements.
5. For any significant privacy breaches, the Principal will inform the Board Chair within forty-eight (48) hours.

**Monitoring Report Requirements (Frequency, Content, etc.)**

Annual Monitoring Report to the Board by the Principal affirming compliance, or summarizing breaches and actions taken.