

Directory of Personal Information Banks

Langara College

March 10, 2020

The purpose of the Directory of Personal Information Banks (PIB) is to document the management of personal information holdings of Langara College and to assist the public in identifying the location of personal information about them held by the College.

The British Columbia Freedom of Information and Protection of Privacy Act defines a Personal Information Bank as a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to the an individual.

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Personal Information Bank Name:

Access Card Usage Database

Personal Information Location:

Safety, Security and Emergency Management Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To document the issuance of access cards to individuals, and to maintain a history of cards issued to different people over time.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Employees
Contractors

Type(s) of Personal Information Collected:

Name
Card number
Card usage history

Persons Information is Used By and/or Disclosed To:

Used by:
Safety, Security and Emergency Management Department personnel

Record Classification and Retention Schedule:

AD-710-004 Administration : Security-Property Access Control : Access Card Usage Database

Delete electronic records 1 year after employment or contract ceases.

Personal Information Bank Name:

Active and Former Employee Records

Personal Information Location:

Human Resources Department and Payroll Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To support personnel and payroll administration by maintaining current and historical information on active and former employees.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body
- Employment Standards Act [RSBC 1996], c. 113, s. 28 (1) – For each employee, an employer must keep records of the following information: (a) – the employee's name, date of birth, occupation, telephone number and residential address

Collected Personal Information is About:

Employees
Student Workers

Type(s) of Personal Information Collected:

Biographical
Employment history
Employment administration
Payroll administration
Banking
Benefits and pension

Persons Information is Used By and/or Disclosed To:

Used by:
Human Resources Department personnel
Payroll Department personnel

Limited personal information disclosed to:
Pension and benefit plan service providers
Canada Customs and Revenue Agency

Privacy Impact Assessment: Completed February 2007.

Record Classification and Retention Schedule:

HR-200-009 Human Resources : Employment Administration : Active and Former Employee Records

Delete digital images after employment ceases plus 7 years on-line.

Personal Information Bank Name:

Applications to Retain Interest-Free Loan Status

Personal Information Location:

Financial Aid and Awards Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To provide a service to students who wish to continue or reinstate the interest-free status on their student loans by confirming that they are fully enrolled in a College program.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current students who have obtained financial aid

Type(s) of Personal Information Collected:

Biographical
Financial
Educational

Persons Information is Used By and/or Disclosed To:

Used by:
Financial Aid and Awards Department personnel

Record Classification and Retention Schedule:

SS-240-006 Student Services : Financial Aid and Award Administration : Applications to Retain Interest-Free Loan Status

Destroy paper records after 1 year in office.

Personal Information Bank Name:

Athlete Registration Forms

Personal Information Location:

Athletics and Intramurals Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To identify athletes' personal and medical information, document their agreement to abide by anti-doping and other College policies, and waive the College's liability in the event of a sports-related accident or injury.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former student athletes

Type(s) of Personal Information Collected:

Biographical
Medical
Playing experience

Persons Information is Used By and/or Disclosed To:

Used by:
Athletics and Intramurals Department personnel
Volunteer coaches

Limited personal information disclosed to:
Canadian Colleges Athletic Association (CCAA)

Record Classification and Retention Schedule:

SS-230-001 Student Services : Athletic Program Administration : Athlete Registration Forms

Destroy paper records after 5 years in office and 20 years in storage.

Personal Information Bank Name:

CAPER BC Client Applications

Personal Information Location:

Library Services – CAPER BC

Purpose for the Collection, Use and Disclosure of Personal Information:

To register students in post-secondary institutions in B.C. as CAPER BC clients and as members of Recording for the Blind and Dyslexic (RFB & D), so that students may use the organization's alternate format instructional resources.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students in post-secondary institutions in B.C. with visual or reading challenges who register as CAPER BC clients

Type(s) of Personal Information Collected:

Biographical
Nature of disability
Name of post-secondary institution attending

Persons Information is Used By and/or Disclosed To:

Used by:
CAPER BC personnel

Disclosed to:
Recording for the Blind and Dyslexic organization

Record Classification and Retention Schedule:

SS-500-002 Student Services : Library Contract Services – CAPER BC : CAPER BC Client Applications

Destroy paper records after date of last activity on the file plus 5 years in office.

Personal Information Bank Name:

Child Development Centre – Children’s’ Records

Personal Information Location:

Langara Child Development Centre

Purpose for the Collection, Use and Disclosure of Personal Information:

To document the admission of pre-school aged children to the Langara Child Development Centre and collect medical and other information required to provide care for the children.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former Development Centre clients

Type(s) of Personal Information Collected:

Biographical, including emergency contact
Medical
Financial

Persons Information is Used By and/or Disclosed To:

Used by:
Langara Child Development Centre personnel
Financial Services – General Accounting department personnel

Limited personal information disclosed to:
Vancouver Coastal Health Authority

Record Classification and Retention Schedule:

SS-360-001 Student Services : Child Development Centre Administration : Child Development Centre – Children’s Records

Destroy paper records after date of last attendance plus 5 years in office.

Personal Information Bank Name:

Continuing Studies – Active Contract Employees

Personal Information Location:

Continuing Studies

Purpose for the Collection, Use and Disclosure of Personal Information:

To support personnel and payroll administration by maintaining current and historical information on active contractors, such as instructors, program coordinators, and managers.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body
- Employment Standards Act [RSBC 1996], c. 113, s. 28 (1) – For each employee, an employer must keep records of the following information: (a) – the employee’s name, date of birth, occupation, telephone number and residential address

Collected Personal Information is About:

Active Continuing Studies Contract Employees

Type(s) of Personal Information Collected:

Biographical
Employment history
Employment administration
Benefits and pension

Persons Information is Used By and/or Disclosed To:

Used by:

Continuing Studies Administrators
Human Resources Department personnel
Payroll Department personnel

Disclosed to:

Limited personal information disclosed to:
Pension and benefit plan service providers
Canada Customs and Revenue Agency

Record Classification and Retention Schedule:

HR-200-004 Human Resources : Employment Administration : Continuing Studies – Active Contract Employees

Transfer paper records to HR-200-005 Continuing Studies – Former Contract Employees when employment ceases.

Personal Information Bank Name:

Continuing Studies – Former Contract Employees

Personal Information Location:

Continuing Studies

Purpose for the Collection, Use and Disclosure of Personal Information:

To support personnel and payroll administration by maintaining information on contractors, such as instructors, program coordinators, and managers, who are no longer employed by Continuing Studies.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body
- Employment Standards Act [RSBC 1996], c. 113, s. 28 (1) – For each employee, an employer must keep records of the following information: (a) – the employee’s name, date of birth, occupation, telephone number and residential address

Collected Personal Information is About:

Former Continuing Studies Contract Employees

Type(s) of Personal Information Collected:

Biographical
Employment history
Employment administration
Benefits and pension

Persons Information is Used By and/or Disclosed To:

Used by:
Continuing Studies Administrators
Human Resources Department personnel
Payroll Department personnel

Disclosed to:
Limited personal information disclosed to:
Pension and benefit plan service providers
Canada Customs and Revenue Agency

Record Classification and Retention Schedule:

HR-200-004 Human Resources : Employment Administration : Continuing Studies – Former Contract Employees

Destroy paper records after employment ceases plus 7 years in office.

Personal Information Bank Name:

Continuing Studies Student Records

Personal Information Location:

Continuing Studies

Purpose for the Collection, Use and Disclosure of Personal Information:

To document students' participation in continuing studies courses and programs from registration to completion.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body
- College and Institute Act [RSBC 1996] c. 52, Section 41.1(2)(a) – The board may require a student to provide the institution with the personal information that relates directly to and is necessary for an operating program or activity of the institution

Collected Personal Information is About:

Current and former Continuing Studies students

Type(s) of Personal Information Collected:

Biographical
Credit card number

Persons Information is Used By and/or Disclosed To:

Used by:
Continuing Studies personnel

Record Classification and Retention Schedule:

SS-110-001 Student Services : Student Records Administration – Continuing Studies : Continuing Studies Student Records

Destroy paper records after 1 year in office.

Personal Information Bank Name:

Counselling Services Tracking Program

Personal Information Location:

Counselling Services

Purpose for the Collection, Use and Disclosure of Personal Information:

To document and track students' use of Counselling Services such as counselling sessions, educational workshops, and planning sessions.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students who obtain counselling services

Type(s) of Personal Information Collected:

Name

Student number

Persons Information is Used By and/or Disclosed To:

Used by:

Counselling Services personnel

Record Classification and Retention Schedule:

SS-210-004 Student Services : Student Counselling Services : Counselling Services Tracking Program

Delete electronic data when reference use ended plus 1 year on-line.

Personal Information Bank Name:

Course Changes, Late Registrations and Withdrawals

Personal Information Location:

Registrar and Enrolment Services

Purpose for the Collection, Use and Disclosure of Personal Information:

To review and confirm course changes, late registrations and withdrawals requested by students.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students

Type(s) of Personal Information Collected:

Name
Student number
Telephone number

Persons Information is Used By and/or Disclosed To:

Used by:
Registrar and Enrolment Services personnel
Division Chairs

Disclosed to:
Faculty (student's instructor)

Record Classification and Retention Schedule:

SS-100-006 Student Services : Student Record Administration : Course Changes, Late Registrations and Withdrawals

Destroy paper records after 1 year in office.

Personal Information Bank Name:

Deferred Tuition Payment Applications

Note: No new records of this type have been produced since 2013.

Personal Information Location:

Financial Aid and Awards Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To review and approve applications made by students to defer paying tuition fees to prevent being dropped from courses for non-payment.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students who have applied for tuition fee deferral

Type(s) of Personal Information Collected:

Biographical
Educational
Financial

Persons Information is Used By and/or Disclosed To:

Used by:
Financial Aid and Awards Department personnel

Record Classification and Retention Schedule:

SS-240-012 Student Services : Financial Aid and Award Administration : Deferred Tuition Payment Applications

Destroy paper records after 2 years in office and 5 years in storage.

Personal Information Bank Name:

Emergency Loan Applications

Personal Information Location:

Financial Aid and Awards Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To review, process and approve emergency loan applications from students who have not yet received their approved student loan or grant funds.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students who have obtained financial aid

Type(s) of Personal Information Collected:

Biographical
Educational
Financial

Persons Information is Used By and/or Disclosed To:

Financial Aid and Awards personnel

Record Classification and Retention Schedule:

SS-240-005 Student Services : Financial Aid and Award Administration : Emergency Loan Applications

Destroy paper records after 4 semesters in office.

Personal Information Bank Name:

Employee Grievances

Personal Information Location:

Human Resources Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To document employee grievances and resolutions relating to collective agreement administration, discipline, or other workplace matters.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former employees

Type(s) of Personal Information Collected:

Name
Employee number
Nature of grievance

Persons Information is Used By and/or Disclosed To:

Used by:
Human Resources personnel

Disclosed to:
Union representative(s) and/or College management where applicable

Record Classification and Retention Schedule:

HR-400-004 Human Resources : Employee Relations : Employee Grievances

Transfer paper records to College Archives when case closed plus 3 years in office.

Personal Information Bank Name:

Faculty Discipline / Instruction Concerns Cases

Personal Information Location:

Office of the Academic Deans

Purpose for the Collection, Use and Disclosure of Personal Information:

To review and resolve disciplinary matters that involve faculty members and concerns about instruction that involve any individual defined as a teacher in the College's Concerns About Instruction Policy.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former faculty and individuals that directly support instruction such as Laboratory Demonstrators

Type(s) of Personal Information Collected:

Name
Employee number
Nature of disciplinary matter or concern about instruction

Persons Information is Used By and/or Disclosed To:

Used by:
Academic Deans

Disclosed to:
Human Resources personnel

Record Classification and Retention Schedule:

HR-400-006 Human Resources : Employee Relations : Faculty Discipline / Instruction Concerns Cases

Destroy paper records when case closed plus 2 years after date of last infraction.

Personal Information Bank Name:

Faculty Non-Instructional Duty Reports

Personal Information Location:

Division Chairs' Office

Purpose for the Collection, Use and Disclosure of Personal Information:

To document the activities undertaken by faculty members during their annual non-instructional term. Department or Division Chairs review non-instructional duty reports during faculty performance reviews.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former faculty

Type(s) of Personal Information Collected:

Name

Department

Persons Information is Used By and/or Disclosed To:

Used by:

Department Chairs

Division Chairs

Record Classification and Retention Schedule:

HR-205-001 Human Resources : Employment Administration – Professional Development : Faculty Non-Instructional Duty Reports

Destroy paper records after 5 years in office and 5 years in storage.

Personal Information Bank Name:

Financial Aid System

Personal Information Location:

Financial Aid and Awards Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To to review, process, and award bursaries and scholarships to eligible students, and to report financial aid information to the Ministry of Advanced Education Special Programs Branch.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students who have applied for financial aid.

Type(s) of Personal Information Collected:

Biographical
Educational
Financial

Persons Information is Used By and/or Disclosed To:

Used by:
Financial Aid and Awards Department personnel

Disclosed to:
Ministry of Advanced Education, Student Services Branch

Record Classification and Retention Schedule:

SS-240-002 Student Services : Financial Aid and Awards Administration : Financial Aid System

Retain electronic data on-line indefinitely.

Personal Information Bank Name:

Financial Aid – Student Cases

Personal Information Location:

Financial Aid and Awards Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To document communications with and about individual students, as well as record other information relating to financial aid matters that has not been documented elsewhere.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students who have applied for financial aid

Type(s) of Personal Information Collected:

Biographical
Educational
Financial

Persons Information is Used By and/or Disclosed To:

Used by:
Financial Aid and Awards Department personnel

Disclosed to:
Ministry of Advanced Education, Student Services Branch

Record Classification and Retention Schedule:

SS-240-009 Student Services : Financial Aid and Award Administration : Financial Aid – Student Cases

Destroy paper records after 1 year in office.

Personal Information Bank Name:

First Nations Student Records

Personal Information Location:

Services for Aboriginal Students Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To document some of the services provided to individual students, especially liaison with funding agencies and government ministries on behalf of the student. The official student academic record is maintained by Registrar and Enrolment Services.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students

Type(s) of Personal Information Collected:

Biographical
Educational
Financial

Persons Information is Used By and/or Disclosed To:

Used by:
Services for Aboriginal Students Department personnel

Limited personal information disclosed to:
First Nations band and tribal administrators
Sponsoring agencies
Provincial government ministries

Record Classification and Retention Schedule:

SS-370-001 Student Services : First Nations Education Services : First Nations Student Records

Destroy paper records after date of last attendance plus 3 years in office.

Personal Information Bank Name:

Homestay Applications – Long-Term Stays

Personal Information Location:

Homestay (International Education) Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To process applications made by international students and non-students for Homestay placements with local families of two months or longer.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former Homestay Program participants

Type(s) of Personal Information Collected:

Biographical, including family members' names and ages and emergency contact

Educational

Financial

Medical

Persons Information is Used By and/or Disclosed To:

Used by:

Homestay (International Education) Department personnel

Financial Services – General Accounting Department personnel

Limited personal information disclosed to:

Homestay family with whom the student is placed

Record Classification and Retention Schedule:

SS-350-002 Student Services : Homestay Program Administration : Homestay Applications – Long-Term Stays

Destroy paper records after participant departs Canada and file becomes inactive plus 1 year in office.

Note: These records were transferred from SS-350-003 Homestay Family Applications – Active after the participant departed Canada.

Personal Information Bank Name:

Homestay Applications – Long-Term Stays – High School Students

Personal Information Location:

Homestay (International Education) Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To process applications made by international high school students for Homestay placements of two months or longer. The Homestay Program places international education students and non-students with families.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former Homestay program participants.

Type(s) of Personal Information Collected:

Biographical, including local emergency contact
Educational
Financial

Persons Information is Used By and/or Disclosed To:

Used by:
Homestay (International Education) Department personnel
Financial Services – General Accounting Department personnel

Limited personal information disclosed to:
Homestay family with whom the student is placed

Record Classification and Retention Schedule:

SS-350-007 Student Services : Homestay Program Administration : Homestay Applications – Long-Term Stays – High School Students

Destroy paper records after student departs Canada and the file becomes inactive plus 1 year in office and 6 years in storage.

Note: These records were transferred from SS-350-003 Homestay Family Applications – Active after the student departed Canada.

Personal Information Bank Name:

Homestay Applications – Short-Term Stays

Personal Information Location:

Homestay (International Education) Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To process applications made by international students and non-students for Homestay placements with local families of up to two months.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former Homestay Program participants

Type(s) of Personal Information Collected:

Biographical, including family members' names and ages and emergency contact

Educational

Financial

Medical

Persons Information is Used By and/or Disclosed To:

Used by:

Homestay (International Education) Department personnel

Financial Services – General Accounting Department personnel

Limited personal information disclosed to:

Homestay family with whom the student is placed

Record Classification and Retention Schedule:

SS-350-001 Student Services : Homestay Program Administration : Homestay Applications – Short-Term Stays

Destroy paper records after participant departs Canada and file becomes inactive plus 1 year in office and 6 years in storage.

Note: These records were transferred from SS-350-003 Homestay Family Applications – Active after the participant departed Canada.

Personal Information Bank Name:

Homestay Family Applications – Active

Personal Information Location:

Homestay (International Education) Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To process applications made by local families to participate in the Homestay Program which places international education students with families.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current successful Homestay host families

Type(s) of Personal Information Collected:

Biographical
Financial

Persons Information is Used By and/or Disclosed To:

Used by:
Homestay (International Education) Department personnel

Record Classification and Retention Schedule:

SS-350-003 Student Services : Homestay Program Administration : Homestay Family Applications – Active

Destroy paper records after file becomes inactive plus 1 year in office.

Note: After student departs Canada, the student's application and other student-related records are transferred to either **SS-350-001** Homestay Applications – Short-term Stays or **SS-350-002** Homestay Applications – Long-term Stays.

Personal Information Bank Name:

Homestay Family Applications – Criminal Record Search Results

Personal Information Location:

Homestay (International Education) Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To help ensure the safety of Homestay Program participants by confirming that host family applicants do not have any family members over the age of 19 with a criminal record.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former successful Homestay host family applicants

Type(s) of Personal Information Collected:

Name

Criminal record search results

Persons Information is Used By and/or Disclosed To:

Used by:

Homestay (International Education) Department personnel

Record Classification and Retention Schedule:

SS-350-006 Student Services : Homestay Program Administration : Homestay Family Applications – Criminal Record Search Results

Destroy paper records after results are superseded or made obsolete and after at least 1 year in office.

Personal Information Bank Name:

Homestay Family Applications – Not Active

Personal Information Location:

Homestay (International Education) Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain information on local families who have been accepted to participate in the Homestay Program but who are not currently active, and families who have been refused or not recommended. The Homestay Program places international education students with families.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current inactive, refused or not recommended as Homestay host families

Type(s) of Personal Information Collected:

Biographical
Financial

Persons Information is Used By and/or Disclosed To:

Used by:
Homestay (International Education) Department personnel

Record Classification and Retention Schedule:

SS-350-004 Student Services : Homestay Program Administration : Homestay Family Applications – Not Active

Destroy paper records after reference use ended plus 1 year in office.

Personal Information Bank Name:

Human Resources Records – Active Faculty

Personal Information Location:

Office of the Academic Deans

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain current and historical information on current faculty members for performance evaluations and leave management. These records are not considered part of the official personnel file maintained by the Human Resources and Payroll departments.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Active faculty

Type(s) of Personal Information Collected:

Biographical
Employment history
Employment administration

Persons Information is Used By and/or Disclosed To:

Used by:
Academic Deans
Division Chairs
Department Chairs
Dean and Division Chair Administrative Assistants

Record Classification and Retention Schedule:

HR-200-006 Human Resources : Employment Administration : Human Resources Records – Active Faculty

Transfer paper records to HR-200-007 when employment ceases.

Personal Information Bank Name:

Human Resources Records – Athletic Program Volunteers

Personal Information Location:

Athletics and Intramurals Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain current and historical information on athletic coaches who volunteer their services to the College on a part-time basis.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former volunteer coaches

Type(s) of Personal Information Collected:

Biographical
Employment history
Employment administration

Persons Information is Used By and/or Disclosed To:

Used by:
Athletics and Intramurals personnel

Record Classification and Retention Schedule:

HR-203-001 Human Resources : Employment Administration – Volunteers : Human Resources Records – Athletic Program Volunteers

Destroy after volunteer activity ceases plus 7 years in office.

Personal Information Bank Name:

Human Resources Records – Departmental

Personal Information Location:

Office of Department Chair, Division Chair or College Administrator

Purpose for the Collection, Use and Disclosure of Personal Information:

To have ready access to employment-related information about departmental personnel. These records are not considered part of the official personnel file maintained by the Human Resources and Payroll departments.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former employees

Type(s) of Personal Information Collected:

Biographical
Employment history
Employment administration

Persons Information is Used By and/or Disclosed To:

Used by:
Department Chairs
Division Chairs
College Administrators

Record Classification and Retention Schedule:

AD-140-002 Administration : Department Management : Human Resources Records – Departmental

Destroy paper records after employment ceases or employee transfers from department plus 1 year in office.

Personal Information Bank Name:

Human Resources Records – Former Faculty

Personal Information Location:

Office of the Academic Deans

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain information on faculty members who have retired, resigned, or been terminated for reference purposes. These records are not considered part of the official personnel file maintained by the Human Resources and Payroll departments.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Former faculty

Type(s) of Personal Information Collected:

Biographical
Employment history
Employment administration

Persons Information is Used By and/or Disclosed To:

Used by:
Academic Deans
Division Chairs
Department Chairs
Dean and Division Chair Administrative Assistants

Record Classification and Retention Schedule:

HR-200-007 Human Resources : Employment Administration : Human Resources Records – Former Faculty

Destroy paper records after 2 years in office.

Personal Information Bank Name:

Human Resources System

Personal Information Location:

Human Resources Department and Payroll Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To support personnel and payroll administration by maintaining current and historical information on active and former employees.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body
- Employment Standards Act [RSBC 1996], c. 113, s. 28 (1) – For each employee, an employer must keep records of the following information: (a) – the employee's name, date of birth, occupation, telephone number and residential address

Collected Personal Information is About:

Current and former employees
Current and former student workers

Type(s) of Personal Information Collected:

Biographical
Employment history
Employment administration
Payroll administration
Banking
Benefits and pension

Persons Information is Used By and/or Disclosed To:

Used by:
Human Resources Department personnel
Payroll Department personnel

Limited personal information disclosed to:
Pension and benefit plan service providers
Canada Customs and Revenue Agency

Record Classification and Retention Schedule:

HR-200-001 Human Resources : Employment Administration : Human Resources System

Retain electronic data on-line indefinitely.

Personal Information Bank Name:

Human Rights Cases – Complaints Against Students

Personal Information Location:

Human Resources Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To review and process complaints against students made by other students or by employees.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165,
Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students who have had human rights-related complaints made against them.

Type(s) of Personal Information Collected:

Name
Student number
Nature of complaint

Persons Information is Used By and/or Disclosed To:

Used by:
Director, Labour Relations and Human Rights

Disclosed to:
Dean of Student Services

Record Classification and Retention Schedule:

HR-450-001 Human Resources : Human Rights Administration : Human Rights Cases – Complaints Against Students

Destroy paper records when case closed plus 4 years after date of last complaint.

Personal Information Bank Name:

Human Rights Cases – Complaints Against Employees

Personal Information Location:

Human Resources Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To review and process complaints against employees made by other employees or students.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former employees who have had human rights-related complaints made against them.

Type(s) of Personal Information Collected:

Name
Employee number
Nature of complaint

Persons Information is Used By and/or Disclosed To:

Used by:
Director, Labour Relations and Human Rights

Record Classification and Retention Schedule:

HR-450-002 Human Resources : Human Rights Administration : Human Rights Cases – Complaints Against Employees

Destroy paper records when case closed plus up to 2 years after date of last complaint.

Personal Information Bank Name:

Integrated Electronic Records System

Personal Information Location:

Financial Aid and Awards Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To access student loan information maintained by the Ministry of Advanced Education by extracting and downloading data specific to Langara College students.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165,
Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students who have applied for student loans from the provincial government

Type(s) of Personal Information Collected:

Biographical
Educational
Financial

Persons Information is Used By and/or Disclosed To:

Used by:
Financial Aid and Awards Department personnel

Disclosed to:
Ministry of Advanced Education

Record Classification and Retention Schedule:

SS-240-010 Student Services : Financial Aid and Award Administration : Integrated Electronic Records System

Delete electronic data after date of last application plus 5 years on-line.

Personal Information Bank Name:

International Education Students – Master Student List

Personal Information Location:

International Education Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain information on current and recently graduated or departed students.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former international education students

Type(s) of Personal Information Collected:

Biographical
Student number
Study permit number
Medical insurance number

Persons Information is Used By and/or Disclosed To:

Used by:
International Education Department personnel

Record Classification and Retention Schedule:

SS-340-002 Student Services : International Education – Students : International Education Students – Master Student List

Delete electronic records after date of last attendance plus 2 years in office.

Personal Information Bank Name:

International Education Students – Study Permits

Personal Information Location:

International Education Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To review and maintain the documentation that the provincial government requires international students to submit to Langara College. Registrar and Enrolment Services maintains the official student record of accepted students.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former international education students

Type(s) of Personal Information Collected:

Biographical
Educational
Employment history
Medical
Passport information, including photograph

Persons Information is Used By and/or Disclosed To:

Used by:
International Education Department personnel
Registrar and Enrolment Services personnel

Record Classification and Retention Schedule:

SS-340-001 Student Services : International Education – Students : International Education Students – Study Permits

Destroy paper records after date of last attendance plus 2 years in office.

Personal Information Bank Name:

Inter-Library Loan Request Data – Audio-Visual Media

Personal Information Location:

Library Services Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To process requests from faculty, students and staff to borrow audio-visual resources held by other institutions and to process requests from other libraries to borrow items from Langara College's Library.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students and employees who have borrowed audio-visual items

Type(s) of Personal Information Collected:

Name

Persons Information is Used By and/or Disclosed To:

Used by:

Library Services Department personnel

Record Classification and Retention Schedule:

SS-400-002 Student Services : Library Resources – Circulation : Inter-Library Loan Request Data – Audio-Visual Media

Retain electronic data on-line indefinitely.

Personal Information Bank Name:

Langara College Outstanding Alumni Awards

Personal Information Location:

College Advancement Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To process nominations for Langara College Outstanding Alumni Awards and administer the awards.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former nominees

Type(s) of Personal Information Collected:

Name
Contact information
Amount donated

Persons Information is Used By and/or Disclosed To:

Used by:
College Advancement department personnel
Members of Alumni Award Selection Committee

Record Classification and Retention Schedule:

SS-237-006 Student Services : College Advancement – Alumni Relations : Langara College Outstanding Alumni Awards

Destroy paper records after 5 years in office.

Personal Information Bank Name:

Nursing Student Records (paper format)

Personal Information Location:

Langara School of Nursing

Purpose for the Collection, Use and Disclosure of Personal Information:

To document the academic progression of students who have been accepted into the nursing program and to document approvals received for the collection and release of personal information. The official student academic record is maintained by Registrar and Enrolment Services.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former nursing students

Type(s) of Personal Information Collected:

Biographical, including emergency contact
Clinical practice evaluations

Persons Information is Used By and/or Disclosed To:

Used by:
Langara School of Nursing administrative personnel
Faculty (student's instructor)

Record Classification and Retention Schedules:

SS-120-001 Student Services : Nursing Student Records Administration : Nursing Student Records

Delete paper records after student graduates plus 1 year in office.

Personal Information Bank Name:

Nursing Student Records (electronic format)

Personal Information Location:

Langara School of Nursing

Purpose for the Collection, Use and Disclosure of Personal Information:

To document the academic progression of students who have been accepted into the nursing program and to document approvals received for the collection and release of personal information. The official student academic record is maintained by Registrar and Enrolment Services.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former nursing students

Type(s) of Personal Information Collected:

Biographical, including emergency contact
Clinical practice evaluations

Persons Information is Used By and/or Disclosed To:

Used by:
Langara School of Nursing administrative personnel
Faculty (student's instructor)

Privacy Impact Assessment: Completed May 2008.

Record Classification and Retention Schedules:

SS-120-004 Student Services : Nursing Student Records Administration : Nursing Student Records

Delete electronic data after student graduates plus 1 year on-line.

Personal Information Bank Name:

Nursing Students – Permanent Withdrawals

Personal Information Location:

Langara School of Nursing

Purpose for the Collection, Use and Disclosure of Personal Information:

To document the academic progression of students who have been accepted into the nursing program and who have withdrawn due to personal circumstances, or have been required to withdraw due to poor academic performance or other other reasons. The official student academic record is maintained by Registrar and Enrolment Services.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Nursing students who have withdrawn from the program

Type(s) of Personal Information Collected:

Biographical, including emergency contact
Clinical practice evaluations
Reason for withdrawal

Persons Information is Used By and/or Disclosed To:

Used by:
Langara School of Nursing administrative personnel
Faculty (student's instructor)

Record Classification and Retention Schedules:

SS-120-002 Student Services : Nursing Student Records Administration : Nursing Students – Permanent Withdrawals

Destroy paper records after student withdraws plus 7 years in office.

Personal Information Bank Name:

Patient Clinical Records

Personal Information Location:

Health Services Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To document visits made by students and employees to on-campus health care providers.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165,
 - Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body
 - Section 27 (1)(a)(i) – the indirect collection of personal information is authorized by the individual

Collected Personal Information is About:

Current and former patients

Type(s) of Personal Information Collected:

Biographical
Medical
Billing

Persons Information is Used By and/or Disclosed To:

Used by:
Health Services personnel

Limited personal information disclosed to:
Registrar and Enrolment Services
External medical practitioners and service providers (with patient's consent)

Privacy Impact Assessment: Completed July 2014.

Record Classification and Retention Schedule:

SS-330-001 Student Services : Health Services : Patient Clinical Records

Destroy paper records after date of last entry recorded plus 16 years in office.

Delete electronic records after date of last entry recorded plus 16 years on-line.

Personal Information Bank Name:

Registered Massage Therapy (RMT) Students – Voluntary Withdrawals

Personal Information Location:

Continuing Studies

Purpose for the Collection, Use and Disclosure of Personal Information:

To document the academic progression of students accepted into the Registered Massage Therapy program who have decided to withdraw prior to graduating from the program.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Former students

Type(s) of Personal Information Collected:

Biographical
Educational

Persons Information is Used By and/or Disclosed To:

Used by:
Continuing Studies Health and Human Services Programs personnel

Record Classification and Retention Schedules:

SS-112-002 Student Services : Registered Massage Therapy Student Records Administration : RMT Students – Voluntary Withdrawals

Destroy paper records after 4 semesters in office.

Personal Information Bank Name:

Registered Massage Therapy (RMT) Students – Involuntary Withdrawals

Personal Information Location:

Continuing Studies

Purpose for the Collection, Use and Disclosure of Personal Information:

To document the academic progression of students accepted into the Registered Massage Therapy program who have been required to withdraw because of poor academic performance or other reasons.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Former students

Type(s) of Personal Information Collected:

Biographical
Educational

Persons Information is Used By and/or Disclosed To:

Used by:
Continuing Studies Health and Human Services Programs personnel

Record Classification and Retention Schedules:

SS-112-003 Student Services : Registered Massage Therapy Student Records Administration : RMT Students – Involuntary Withdrawals

Destroy after date of withdrawal plus 12 years in office.

Personal Information Bank Name:

Request for Confirmation of Enrolment

Personal Information Location:

Registrar and Enrolment Services

Purpose for the Collection, Use and Disclosure of Personal Information:

To provide various types of information requested by students, such as confirmation of registration, confirmation of acceptance to a program or course(s), confirmation of full-time or part-time status, eligibility to graduate or intent to enroll in the future.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students who have made requests

Type(s) of Personal Information Collected:

Biographical
Educational

Persons Information is Used By and/or Disclosed To:

Used by:
Registrar and Enrolment Services personnel

Record Classification and Retention Schedules:

SS-100-005 Student Services : Student Records Administration : Request for Confirmation of Enrolment

Destroy paper records after 1 year in office.

Personal Information Bank Name:

Request for Official Transcript

Personal Information Location:

Registrar and Enrolment Services

Purpose for the Collection, Use and Disclosure of Personal Information:

To fulfill students' requests for official transcripts.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students who have made requests

Type(s) of Personal Information Collected:

Biographical

Persons Information is Used By and/or Disclosed To:

Used by:

Registrar and Enrolment Services personnel

Record Classification and Retention Schedules:

SS-100-012 Student Services : Student Records Administration : Request for Official Transcript

Destroy paper records after transcript issued plus 1 year in office.

Personal Information Bank Name:

Self-Employment (EASE) Program Client Intakes

Personal Information Location:

Continuing Studies

Purpose for the Collection, Use and Disclosure of Personal Information:

To document the progress of clients through the Self-Employment program which is offered to individuals to assist them to successfully start a business.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former clients

Type(s) of Personal Information Collected:

Biographical
Educational
Employment history
Financial

Persons Information is Used By and/or Disclosed To:

Used by:
Continuing Studies personnel

Record Classification and Retention Schedules:

SS-110-007 Student Services : Student Records Administration – Continuing Studies : Self-Employment (EASE) Program Client Intakes

Destroy paper records after current year has elapsed plus 1 year in office and 3 years in storage.

Personal Information Bank Name:

Special Program Applications and Awards

Personal Information Location:

Financial Aid and Awards Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To administer, under contract to government, student assistance programs for high-need part-time students or students who require adult basic education by reviewing, processing, and approving student applications.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students who have obtained financial aid

Type(s) of Personal Information Collected:

Biographical
Employment history
Educational
Financial

Persons Information is Used By and/or Disclosed To:

Used by:
Financial Aid and Awards Department personnel

Record Classification and Retention Schedule:

SS-240-004 Student Services : Financial Aid and Award Administration : Special Program Applications and Awards

Destroy paper records after 1 year in office and 6 years in storage.

Personal Information Bank Name:

Student Academic and Non-Academic Misconduct Cases

Personal Information Location:

Office of Student Conduct and Academic Integrity

Purpose for the Collection, Use and Disclosure of Personal Information:

The purpose of this record type is to review and investigate cases of academic and non-academic misconduct by students as defined under the Student Code of Conduct Policy and/or the Academic Integrity Policy and determine the appropriate sanction, if required.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students involved in academic or non-academic misconduct

Type(s) of Personal Information Collected:

Biographical
Educational
Nature of academic or non-academic misconduct

Persons Information is Used By and/or Disclosed To:

Used by:
Director, Office of Student Conduct and Academic Integrity
Dean of Student Services and, in some cases, by the College President and the Board of Governors when a student appeals a decision

Record Classification and Retention Schedule:

SS-107-002 Student Services : Student Misconduct : Student Academic and Non-Academic Misconduct Cases

Delete electronic records after date of last activity on the case file plus 5 years online.

Personal Information Bank Name:

Student Awards – Donor Files

Personal Information Location:

College Advancement Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To develop and maintain relationships with individuals and organizations who donate funds to student awards.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former donors

Type(s) of Personal Information Collected:

Name
Contact information
Amount donated

Persons Information is Used By and/or Disclosed To:

Used by:
College Advancement department personnel
Financial Services – General Accounting department personnel

Limited personal information disclosed to:
Award recipient

Record Classification and Retention Schedule:

SS-236-003 Student Services : College Advancement – Student Awards : Student Awards – Donor Files

Destroy paper records after award no longer active plus 3 years in office and 4 years in storage.

Personal Information Bank Name:

Student Clinics – Client Waivers and Consents

Personal Information Location:

Continuing Studies – Health and Human Services

Purpose for the Collection, Use and Disclosure of Personal Information:

To obtain waivers and consents from clients who receive assessment and treatment by students during the clinical practice component of the students' health and wellness-related certificate programs.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former clients
Current and former students

Type(s) of Personal Information Collected:

Name (client and student)
Medical history related to treatment sought
Evaluation of student treatment

Persons Information is Used By and/or Disclosed To:

Used by:
Students enrolled in the program
Health and Human Services program instructors

Record Classification and Retention Schedule:

SS-115-001 Student Services : Student Clinic Records Administration-Continuing Studies : Student Clinics-Client Waivers and Consents

Destroy paper records after file inactive for 1 year plus 2 years in office and 2 years in storage.

Personal Information Bank Name:

Student Clinics – Client Consent and Student Assessment and Treatment

Personal Information Location:

Continuing Studies – Health and Human Services

Purpose for the Collection, Use and Disclosure of Personal Information:

To obtain waivers and consents from clients and document the assessment and treatment provided by students during the clinical practice component of the students' health and wellness-related certificate programs.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former clients
Current and former students

Type(s) of Personal Information Collected:

Name (client and student)
Medical history related to treatment sought
Treatment and assessment
Evaluation of student treatment

Persons Information is Used By and/or Disclosed To:

Used by:
Students enrolled in the program
Health and Human Services program instructors

Record Classification and Retention Schedule:

SS-115-002 Student Services : Student Clinic Records Administration-Continuing Studies : Student Clinics-Client Consent and Student Assessment and Treatment

Destroy paper records after file inactive for 1 year plus 2 years in office and 7 years in storage.

Personal Information Bank Name:

Student Counselling Session Notes

Personal Information Location:

Counselling Services

Purpose for the Collection, Use and Disclosure of Personal Information:

To document interactions between counsellors and students who have sought assistance and advice on personal, educational and career matters. Counsellors do not always record their interactions with students and produce session notes at their discretion.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students who obtain counselling services

Type(s) of Personal Information Collected:

Name

Student number

Nature of advice or counselling sought

Persons Information is Used By and/or Disclosed To:

Used by:

Counselling Services personnel

Record Classification and Retention Schedule:

SS-210-001 Student Services : Student Counselling Services : Student Counselling Session Notes

Destroy paper records after date of last session plus 7 years in office.

Personal Information Bank Name:

Student Exchange Program Applications

Personal Information Location:

International Education Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To review and approve applications from Langara College students and international students who wish to participate in the student exchange program.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students who participate in exchange programs

Type(s) of Personal Information Collected:

Biographical, including emergency contact
Educational

Persons Information is Used By and/or Disclosed To:

Used by:
International Education Department personnel
Members of the International Exchange Review Committee

Record Classification and Retention Schedule:

SS-344-001 Student Services : International Education – Student Programs : Student Exchange Program Applications

Destroy paper records after date of last attendance plus 2 years in office and 5 years in storage.

Personal Information Bank Name:

Student Grade Appeal Cases

Personal Information Location:

Division Chair offices

Purpose for the Collection, Use and Disclosure of Personal Information:

To review informal and formal student appeals of final grades or notations.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students who have submitted grade appeals

Type(s) of Personal Information Collected:

Name
Student number
Telephone number
Email address
Marked assignments and examinations

Persons Information is Used By and/or Disclosed To:

Used by:
Faculty (student's instructor)
Department Chairs
Division Chairs
Members of Formal Appeal Committee

May be disclosed to:
Dean of Student Services
President
Board of Governors

Record Classification and Retention Schedule:

SS-105-003 Student Services : Student Examination : Student Grade Appeal Cases

Destroy paper records after 1 year in office.

Personal Information Bank Name:

Student Grade Appeal Cases – Dean’s Review

Personal Information Location:

Dean of Student Services

Purpose for the Collection, Use and Disclosure of Personal Information:

To respond to student requests to review the formal grade appeal process conducted by a department’s Formal Appeal Committee.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students who have submitted grade appeal review requests.

Type(s) of Personal Information Collected:

Name
Student number
Telephone number
Email address
Marked assignments and examinations
Department Formal Appeal Committee evaluation and decision

Persons Information is Used By and/or Disclosed To:

Used by:
Dean of Student Services

Record Classification and Retention Schedule:

SS-105-004 Student Services : Student Examination : Student Grade Appeal Cases – Dean’s Review

Destroy paper records after appeal process completed plus 1 year in office.

Delete electronic records after date of last activity on the case file plus 7 years on-line.

Personal Information Bank Name:

Student Information Files – Faculty Reference

Personal Information Location:

Department Chair offices

Purpose for the Collection, Use and Disclosure of Personal Information:

To have ready access to information about current students to assist faculty provide instructional support. Career programs, such as nursing, retain files about current and former students to assist faculty to respond to reference checks from potential employers.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students

Type(s) of Personal Information Collected:

Biographical

Educational (specific to the course(s) taken within the department)

Persons Information is Used By and/or Disclosed To:

Used by:

Department Chair

Disclosed to:

Division Chair

Faculty (student's instructor)

Potential employers (with student's consent)

Record Classification and Retention Schedule:

SS-101-001 Student Services : Student Information – Faculty Reference : Student Information Files – Faculty Reference

Destroy paper records after date of last attendance plus 1 year in office.

Personal Information Bank Name:

Student Loan Denials – Decision Appeals

Personal Information Location:

Financial Aid and Awards Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To assist students appeal decisions made by the provincial or federal government to deny their student loan application.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students who have applied for financial aid

Type(s) of Personal Information Collected:

Biographical
Employment history
Educational
Financial

Persons Information is Used By and/or Disclosed To:

Used by:
Financial Aid and Awards Department personnel

Record Classification and Retention Schedule:

SS-240-007 Student Services : Financial Aid and Award Administration : Student Loan Denials – Decision Appeals

Destroy paper records after 1 year in office.

Personal Information Bank Name:

Student Loan Documents

Personal Information Location:

Financial Aid and Awards Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To answer government, staff, and student enquiries regarding applications for federal or provincial student loans.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students who have applied for financial aid

Type(s) of Personal Information Collected:

Biographical
Employment history
Educational
Financial

Persons Information is Used By and/or Disclosed To:

Used by:
Financial Aid and Awards Department personnel

Record Classification and Retention Schedule:

SS-240-008 Student Services : Financial Aid and Award Administration : Student Loan Documents

Destroy paper records after 1 year in office.

Personal Information Bank Name:

Student Misconduct Cases – Conditional Re-admission

Personal Information Location:

Office of Student Conduct and Academic Integrity

Purpose for the Collection, Use and Disclosure of Personal Information:

The purpose of this record type is to review and investigate cases of academic or non-academic misconduct by students, as defined under the Student Code of Conduct Policy and/or the Academic Integrity Policy, that result in disciplinary actions which may have a significant impact on future registration.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students involved in academic or non-academic misconduct that result in conditional re-admission.

Type(s) of Personal Information Collected:

Biographical
Educational
Nature of academic or non-academic misconduct

Persons Information is Used By and/or Disclosed To:

Used by:
Director, Office of Student Conduct and Academic Integrity
Dean of Student Services and, in some cases, by the College President and the Board of Governors when a student appeals a decision

Record Classification and Retention Schedule:

SS-107-003 Student Services : Student Misconduct : Student Misconduct Cases – Conditional Re-admission

Delete electronic records after student meets re-admission conditions plus 5 years online.

Personal Information Bank Name:

Student Misconduct Cases – Exceptional Circumstances

Personal Information Location:

Office of Student Conduct and Academic Integrity

Purpose for the Collection, Use and Disclosure of Personal Information:

The purpose of this record type is to review and investigate cases of exceptionally serious student misconduct, as defined under the Student Code of Conduct Policy and/or the Academic Integrity policy, that result in disciplinary actions which may have a significant impact on future registration.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students involved in academic or non-academic misconduct involving exceptional circumstances

Type(s) of Personal Information Collected:

Biographical
Educational
Nature of academic or non-academic misconduct

Persons Information is Used By and/or Disclosed To:

Used by:
Director, Office of Student Conduct and Academic Integrity
Dean of Student Services and, in some cases, by the College President and the Board of Governors when a student appeals a decision

Record Classification and Retention Schedule:

SS-107-004 Student Services : Student Misconduct : Student Misconduct Cases – Exceptional Circumstances

Delete electronic records after student meets re-admission conditions plus 5 years online.

Personal Information Bank Name:

Student of Concern Cases

Personal Information Location:

Office of Student Conduct and Academic Integrity

Purpose for the Collection, Use and Disclosure of Personal Information:

The purpose of this record type is to document the Involuntary Leave of Absence Committee's identification, assessment and monitoring of students who display concerning behaviour.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165,
Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body
Section 27 (1)(a.1)(i) – the collection of the information is necessary for the medical treatment of an individual and it is not possible to collect the information directly from the individual

Collected Personal Information is About:

Current and former students who fall within the scope of the committee's terms of reference.

Type(s) of Personal Information Collected:

Biographical, including emergency contact

Educational

Concerning behaviour / description of incident(s)

May include nature of disability and/or internal/external assessments

Persons Information is Used By and/or Disclosed To:

Used by:

Members of Involuntary Leave of Absence Committee

Disclosed to:

Mental health professionals (for third-party assessments).

Privacy Impact Assessment: Completed in July 2016.

Record Classification and Retention Schedule:

SS-108-001 Student Services : Students of Concern : Student of Concern Cases

Delete electronic records after date of last activity on the case file plus 5 years on-line.

Personal Information Bank Name:

Student Record System

Personal Information Location:

Registrar and Enrolment Services

Purpose for the Collection, Use and Disclosure of Personal Information:

To document students' academic careers from application for admission to departure from the College.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body
- College and Institute Act [RSBC 1996] c. 52, Section 41.1(2)(a) – The board may require a student to provide the institution with the personal information that relates directly to and is necessary for an operating program or activity of the institution

Collected Personal Information is About:

Current and former students

Type(s) of Personal Information Collected:

Biographical

Educational

Persons Information is Used By and/or Disclosed To:

Used by:

Registrar and Enrolment Services personnel

Faculty (name and student number of the students enrolled in the instructor's course)

Limited personal information disclosed to:

Langara Students' Union

Langara Alumni Association

Ministry of Advanced Education (to verify or assign Personal Education Number)

Record Classification and Retention Schedule:

SS-100-001 Student Services : Student Records Administration : Student Record System

Retain electronic data on-line indefinitely.

Personal Information Bank Name:

Student Record System – Continuing Studies Students

Personal Information Location:

Continuing Studies

Purpose for the Collection, Use and Disclosure of Personal Information:

To document students' participation in continuing studies courses and programs from registration to completion.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body
- College and Institute Act [RSBC 1996] c. 52, Section 41.1(2)(a) – The board may require a student to provide the institution with the personal information that relates directly to and is necessary for an operating program or activity of the institution

Collected Personal Information is About:

Current and former Continuing Studies students

Type(s) of Personal Information Collected:

Biographical
Educational
Credit card number

Persons Information is Used By and/or Disclosed To:

Used by:
Continuing Studies personnel

Record Classification and Retention Schedule:

SS-110-002 Student Services : Student Records Administration – Continuing Studies : Student Record System – Continuing Studies Students

Retain electronic data on-line indefinitely.

Personal Information Bank Name:

Student Records (paper format)

Personal Information Location:

Registrar and Enrolment Services

Purpose for the Collection, Use and Disclosure of Personal Information:

To document students' academic careers from application for admission to departure from the College.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body
- College and Institute Act [RSBC 1996] c. 52, Section 41.1(2)(a) – The board may require a student to provide the institution with the personal information that relates directly to and is necessary for an operating program or activity of the institution

Collected Personal Information is About:

Current and former students

Type(s) of Personal Information Collected:

Biographical

Educational

Persons Information is Used By and/or Disclosed To:

Used by:

Registrar and Enrolment Services personnel

Faculty (name and student number of the students enrolled in the instructor's course)

Record Classification and Retention Schedules:

SS-100-002 Student Services : Student Records Administration : Student Records (paper format)

Destroy paper records after scanned into document imaging system, indexed and indexing verified plus 1 year in office.

Personal Information Bank Name:

Student Records (digital images)

Personal Information Location:

Registrar and Enrolment Services

Purpose for the Collection, Use and Disclosure of Personal Information:

To document students' academic careers from application for admission to departure from the College.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165,
Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body
- College and Institute Act [RSBC 1996] c. 52,
Section 41.1(2)(a) – The board may require a student to provide the institution with the personal information that relates directly to and is necessary for an operating program or activity of the institution

Collected Personal Information is About:

Current and former students

Type(s) of Personal Information Collected:

Biographical

Educational

Persons Information is Used By and/or Disclosed To:

Used by:

Registrar and Enrolment Services personnel

Record Classification and Retention Schedules:

SS-100-014 Student Services : Student Records Administration : Student Records (digital images)

Delete digital images after date of last activity on the student record plus 5 years on-line.

Personal Information Bank Name:

Student Records – Did Not Register (DNR's)

Personal Information Location:

Registrar and Enrolment Services

Purpose for the Collection, Use and Disclosure of Personal Information:

To document that a student who was accepted for admission did not register, and to have the application and supporting documents on hand should the student wish to re-apply for admission within the allotted time period.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body
- College and Institute Act [RSBC 1996] c. 52, Section 41.1(2)(a) – The board may require a student to provide the institution with the personal information that relates directly to and is necessary for an operating program or activity of the institution

Collected Personal Information is About:

Individuals who have been accepted for admission but who may not have registered for courses

Type(s) of Personal Information Collected:

Biographical
Educational
Financial

Persons Information is Used By and/or Disclosed To:

Used by:
Registrar and Enrolment Services personnel

Record Classification and Retention Schedules:

SS-100-004 Student Services : Student Records Administration : Student Records – Did Not Register (DNR's)

Destroy paper records after 4 semesters in office.

Personal Information Bank Name:

Student Requests and Appeals

Personal Information Location:

Registrar and Enrolment Services

Purpose for the Collection, Use and Disclosure of Personal Information:

To process requests and appeals made by students relating to admission, fees, registration, withdrawal, academic performance and graduation. These requests differ from the usual change of student information requests.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students who have made requests or appeals

Type(s) of Personal Information Collected:

Biographical
Educational
Financial
Medical

Persons Information is Used By and/or Disclosed To:

Used by:
Registrar and Enrolment Services personnel
Faculty (student's instructor)

Record Classification and Retention Schedules:

SS-100-015 Student Services : Student Records Administration : Student Requests and Appeals

Destroy paper records after request or appeal processed plus 1 year in office.

Personal Information Bank Name:

Student Work Assistance Applications

Personal Information Location:

Financial Aid and Awards Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To assess the eligibility of students to apply for on-campus employment and to administer the work assistance program.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former student workers

Type(s) of Personal Information Collected:

Biographical
Employment history
Educational

Persons Information is Used By and/or Disclosed To:

Used by:
Financial Aid and Awards Department personnel
Faculty and College Administrators who hire student workers

Disclosed to:
Human Resources Department personnel

Record Classification and Retention Schedule:

SS-240-001 Student Services : Financial Aid and Award Administration : Student Work Assistance Applications

Destroy paper records after 1 year in office.

Personal Information Bank Name:

Students With Disabilities – Accommodation Letters for Instructors

Personal Information Location:

Disability Services Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To provide students registered with Disability Services with an accommodation letter for their instructors. The letter outlines the type of accommodation(s) the student requires.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students who have obtained services

Type(s) of Personal Information Collected:

Name

Student Number

Nature of accommodation(s)

Persons Information is Used By and/or Disclosed To:

Used by:

Disability Services Department personnel

Nature of accommodation disclosed to:

Faculty (student's instructor(s))

Record Classification and Retention Schedule:

SS-220-003 Student Services : Student Disability Services : Students With Disabilities – Accommodation Letters for Instructors

Destroy paper records 5 years in office.

Personal Information Bank Name:

Students With Disabilities Cases – Active Students

Personal Information Location:

Disability Services Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To document the type or level of disability and the type of service required to accommodate the student and, when required, to assist students in providing information to the B.C. Government.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students who have obtained services

Type(s) of Personal Information Collected:

Biographical
Educational
Nature of disability and accommodation

Persons Information is Used By and/or Disclosed To:

Used by:
Disability Services Department personnel

Nature of accommodation disclosed to:
Faculty (student's instructor(s))

Record Classification and Retention Schedule:

SS-220-001 Student Services : Student Disability Services : Students With Disabilities Cases – Active Students

Destroy paper records after date of last activity on the file plus 5 years in office.

Personal Information Bank Name:

Students With Disabilities Cases – Not Otherwise Specified (NOS)

Personal Information Location:

Disability Services Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To maintain reference information about students who have met with the manager or consultant in Disability Services to enquire about services and resources.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Prospective students who have obtained information about services or accommodations

Type(s) of Personal Information Collected:

Name

Student number (if applicable)

Nature of disability and potential accommodation

Persons Information is Used By and/or Disclosed To:

Used by:

Disability Services Department personnel

Record Classification and Retention Schedule:

SS-220-005 Student Services : Student Disability Services : Students With Disabilities Cases – Not Otherwise Specified (NOS)

Destroy paper records after 1 year in office.

Personal Information Bank Name:

U-Pass Exemption Request Form

Personal Information Location:

Facilities Services Department

Purpose for the Collection, Use and Disclosure of Personal Information:

To process requests from students to be declared exempt from participating in the U-Pass reduced-fare transit pass program. Students must meet pre-defined criteria to obtain exemption.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students who have requested U-Pass Program exemptions.

Type(s) of Personal Information Collected:

Biographical
Educational

Persons Information is Used By and/or Disclosed To:

Used by:
U-Pass and Transportation Coordinator (Facilities Services Department)

Record Classification and Retention Schedule:

SS-510-002 Student Services : U-Pass Program Administration : U-Pass Exemption Request Form

Destroy paper records after 8 months in office and 6 years and 4 months in storage.

Personal Information Bank Name:

VOLT (Student Volunteer Program) Applications

Personal Information Location:

VOLT Program

Purpose for the Collection, Use and Disclosure of Personal Information:

To register students in the VOLT (Student Volunteer Program) and enable them to receive non-academic credit through Continuing Studies for volunteer hours that have been confirmed as completed.

Authority for Collection of Personal Information:

- Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165, Section 26 (c) – the information relates directly to and is necessary for a program or activity of the public body

Collected Personal Information is About:

Current and former students who have applied to the VOLT Program.

Type(s) of Personal Information Collected:

Biographical
Volunteer activities

Persons Information is Used By and/or Disclosed To:

Used by:
VOLT Program personnel

Record Classification and Retention Schedule:

SS-520-001 Student Services : VOLT (Student Volunteer Program) Administration : VOLT (Student Volunteer Program) Applications

Destroy paper records after registration date plus 4 years in office and 6 years in storage.