

Policy Number:	1.4.3 Confidentiality and Access to Information
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Relevant Statutory / Regulatory Linkages:

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

Policy Statement (Intent and Scope)

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

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

Monitoring Report Requirements (Frequency, Content, etc.)

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

Original Approval Date:	February 2019
Effective Date:	February 2019
Revised:	December 2022
Next Review:	2024-25