

 <b>Confederation</b> COLLEGE <b>COLLEGE PRACTICE</b>	Number: 7-3-02	# of Pages: 1
	Originator:	Director, Computer Services
	Approved By:	College Planning Committee
	Replaces:	New
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<b>EXPECTATION OF PRIVACY</b>		

### **Purpose**

To protect its information technology infrastructure and data, the College balances the College's needs, security, standards, and values with the privacy rights of individual users. Users thus have a limited right to privacy while using College IT infrastructure.

### **Protecting Privacy**

College staff must be aware of the privacy implications for data they store and transmit using College equipment.

- The College reserves the right to access and manage all information, including images, stored on or transmitted within the College computing infrastructure. Information stored within or transmitted using the College's computing infrastructure, including information in individual accounts and e-mail, is the property of the College.
- While it does not routinely do so, the College may monitor computer and Internet use to ensure that such use is consistent with the purposes, goals and policies of the College and with relevant legislation and regulations. Such monitoring may occur at any time, without notice, and without the user's permission.
- College data is subject to the Freedom of Information and Protection of Privacy Act (FIPPA) and the Personal Health Information Privacy Act (PHIPA). Electronic (or other) records may be publically released under this legislation. Users must take care when creating or modifying records, so that exposure of this data does not cause harm to the College.
- All wireless electronic traffic is presumed to be insecure and susceptible to unauthorized examination. Due to this lack of privacy, College users must not use the wireless network to access critical and essential applications or transmit sensitive material and information, such as social insurance numbers or credit card information. Individuals assume full responsibility and accountability for their wireless network communications.