

**CANADORE COLLEGE**  
**CORPORATE POLICY MANUAL**

**TITLE:**                   **Emergency Disclosure of Personal Information**

**EFFECTIVE DATE:**   January 20, 2015

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**1.     SCOPE**

1.1    Authority

This policy is issued under the authority of the Board of Governors.

1.2    Application

This policy applies to all employees of Canadore College.

**2.     PURPOSE AND PRINCIPLES**

2.1    While Canadore College must adhere to the privacy laws of Ontario, the College has the responsibility to disclose personal information about a student, without consent, in emergency or other urgent situations. These situations include significant risk of serious bodily harm and significant risk of harm to the public.

2.2    The purpose of the policy is to ensure that Canadore College establishes clear operational policies and procedures, in accordance with Ontario's FIPPA (*Freedom of Information and Protection of Privacy Act*) and PHIPA (*Personal Health Information Protection Act, 2004*) that guide its employees when compelling circumstances require that personal information about a student be shared with family members, health care professionals, police or security services, or other emergency services.

2.3    Privacy legislation in Ontario does not prevent the rapid sharing of personal information in certain situations, nor does it prohibit colleges from responsibly disclosing a student's personal information about their mental, emotional, or other health conditions. FIPPA contains emergency disclosure provisions that allow personnel to disclose a student's information, without consent, where they become aware of compelling circumstances affecting the health or safety of an individual or others. This includes serious mental health concerns or threats of violence.

**3.     POLICY**

3.1    Canadore College must have clear operational policies and procedures to provide guidance to employees on how to respond.

#### **4. ROLES AND RESPONSIBILITIES**

##### **4.1 Board of Governors**

The Board of Governors is responsible for the initial approval of the policy and subsequent amendments.

##### **4.2 President**

The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented and that compliance is monitored.

#### **5. EVALUATION**

This policy will be evaluated every three years as part of the Board's regular policy review.