

COLLECTION, USE AND DISCLOSURE OF GOVERNOR INFORMATION POLICY

Approved by: Board of Governors
Authorizer: Governance Committee
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POLICY STATEMENT

The purpose of this policy is to outline the framework for the collection, use and disclosure of Governor Information.

SCOPE

This policy applies to the Board.

DEFINITIONS

Board: The board of governors of the College.

College: The Conestoga College Institute of Technology and Advanced Learning.

Governor(s): A member of the Board or the members of the Board.

Governor Information: All information that a Governor provides to the College in connection with the Governor's appointment to, service on, or participation in the activities of the Board or College and includes personal information as defined under the *Freedom of Information and Protection of Privacy Act* (Ontario).

POLICY

1. The College collects Governor Information as necessary to enable the College to meet its legal and regulatory obligations and to support Governors' onboarding and participation in Board and College activities. Each Governor shall provide such Governor Information as the College reasonably requires for these purposes. The categories of Governor Information that may be collected are set out in **Appendix A**, as amended from time to time.

2. The College shall collect, use and disclose Governor Information in accordance with applicable law, including the *Freedom of Information and Protection of Privacy Act* (Ontario), Board by-laws, Board policies, and the College's information management framework and related policies.
3. The College shall implement reasonable safeguards to keep confidential Governor Information and to protect such information against theft, loss and unauthorized collection, use and disclosure.
4. The College may disclose Governor Information to third parties as required to comply with applicable law, including, without limitation, to the Ministry of Colleges, Universities, Research Excellence and Security, Canada Revenue Agency, College Employer Council, Quebec Business Registry, and College insurance providers.
5. Subject to applicable law and College policies, photocopies of government-issued identification shall be securely destroyed one year after a Governor ceases to serve on the Board.
6. The Governance Committee of the Board will review this policy as part of its cyclical review of Board by-laws and policies.

Appendix A

The College may collect the following categories of Governor Information:

- Full legal name
- Mailing address
- Email address
- Telephone number
- Date of birth
- Job title
- Name of employer
- Vehicle information (if parking pass is requested)
- Government-issued identification