

RECORDS AND INFORMATION MANAGEMENT POLICY

Authorizer: Vice President, Finance and Corporate Services

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POLICY STATEMENT:

Conestoga College Institute of Technology and Advanced Learning (Conestoga) is committed to the effective and efficient management of its recorded information. Conestoga manages its information assets in order to fulfil business objectives while meeting legal, operational, strategic, and fiscal requirements.

All data and/or recorded information made or received by users of Conestoga College's information and technology systems in the course of their duties on behalf of Conestoga is the property of Conestoga and subject to its overall control.

Conestoga's Records and Information Management Policy is in accordance with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA).

- **Accountability** - Conestoga is responsible for the management of its information.
 - Conestoga posts its policies, procedures, and guidelines related to managing information throughout its lifecycle from creation, use, and final disposition.
- **Retention** - Disposition of Conestoga's recorded information is set out in approved retention schedules.
- **Official systems** - Only official Conestoga systems shall be used to create, share, or retain Conestoga's recorded information. Unsanctioned systems and software are prohibited.
- **Digital working** - Electronic information is the Conestoga standard and replaces paper-based information management wherever possible. Data Governance Guidelines are provided in Appendix A.

SCOPE:

This policy applies to all Conestoga users with respect to recorded information, made or received, regardless of form or media in the course of their duties on behalf of Conestoga.

DEFINITIONS:**Conestoga Users**

Individuals who access and or use Conestoga's data while performing their duties on behalf of the College. Users include, but are not limited to, Conestoga employees (full time, part time, definite term, casual, etc.), contractors, consultants, and volunteers.

Data governance

The framework that governs how Conestoga manages its data assets through policies, procedures, and practices regarding the confidentiality, integrity, availability, and usability of data assets and the performance of data-related functions

Disposition

Destruction and or transfer to an archival facility.

Record - as defined in FIPPA

- "record" means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes,
 - (a) correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine-readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof, and
 - (b) subject to the regulations, any record that is capable of being produced from a machine-readable record under the control of an institution by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution; ("document")
- Definition includes records that are not complete such working drafts, voicemail, etc.

Retention Schedule

Approved guidance defining how long each type of record is to be kept and how the record is disposed of at the end of its lifecycle

REFERENCES:

Freedom of Information and Protection of Privacy Act (FIPPA)
Ministry of Training, Colleges and Universities Act
Ontario Colleges of Applied Arts and Technology Act

RELATED DOCUMENTS:

Appendix A: Data Governance Guidelines

REVISION LOG:

December 1, 2021

December 8, 2021

Academic Forum

Academic Coordinating Committee