



**College Practices**

Approved: December 15, 2006  
Responsibility: COG

---

**PRACTICE TYPE:**        **General Administrative**

**PRACTICE TITLE:**    **Freedom of Information and Protection of Privacy**  
                                  **(Freedom of Information component)**

---

**A. Introduction**

(FIPPA) which came into effect on January 1, 1988. This provincial legislation has two purposes; a) to provide individuals with a right of access to certain information held by the college, and b) to give individuals a right of access to their own personal information while establishing standards to ensure that this information is protected.

**B. Purpose**

Niagara College routinely provides information to our staff, students, and the public through our administrative and academic units, our Corporate Communications office, and our website. The purpose of this policy is not intended to replace those existing procedures and practices within the College community. Instead, it will provide an alternative access to information that is not available through the usual channels by allowing an individual to make a formal request (through FIPPA) to the Freedom of Information (FOI) Coordinator at the college.

**C. Exemptions to the Right of Access to Information**

Generally, every person has a right of access to a record under the control of Niagara College. However, some restrictions may apply, including if the request is deemed to be frivolous or vexatious. There are also a number of exemptions to this right of access such as when the

the various exemptions, refer to the FIPPA legislation ([www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca)). There is also a copy of this legislation in Human Resources that is available for public viewing.

**D. Formal Process for FOI Requests**

Formal requests for access to information can be made under FIPPA and should be submitted to

