



Personal Information Protection Policy

Policy #: 4.1

Responsibility: CFRC Director

Effective Date: January 12, 2022

1. Purpose

The Canadian Fire Rescue College (CFRC) recognizes the importance of protecting the personal information of individuals in accordance with the Personal Information Protection Act (PIPA). This policy outlines the procedures and guidelines for the collection, use, disclosure, and retention of personal information by CFRC.

2. Scope

This policy applies to all employees, contractors, volunteers, and third parties who collect, use, disclose, or have access to personal information on behalf of CFRC.

3. Definitions

Personal Information: Any information about an identifiable individual, including but not limited to, name, address, contact information, identification numbers, and any other information that could be used to identify an individual.

Consent: Voluntary agreement for the collection, use, or disclosure of personal information.

4. Collection of Personal Information

4.1 CFRC shall only collect personal information that is necessary for the purposes identified by CFRC at or before the time of collection, and shall collect such information by fair and lawful means.



4.2 CFRC shall inform individuals of the purposes for which their personal information is being collected, and shall obtain consent from individuals before or at the time of collection.

4.3 CFRC shall not collect personal information indiscriminately and shall only collect information necessary to fulfill the purposes identified.

5. Use of Personal Information

5.1 CFRC shall only use personal information for the purposes identified to the individual at the time of collection, or for purposes that are reasonably compatible with the original purposes.

5.2 CFRC shall ensure that personal information is used in a manner that is consistent with the consent provided by the individual, or as otherwise permitted or required by law.

6. Disclosure of Personal Information

6.1 CFRC shall not disclose personal information to third parties without the consent of the individual, except as permitted or required by law.

6.2 CFRC may disclose personal information to third parties for purposes identified to the individual at the time of collection, or for purposes that are reasonably compatible with the original purposes.

7. Security Safeguards

7.1 CFRC shall implement security safeguards to protect personal information against loss, theft, unauthorized access, disclosure, copying, use, or modification.

7.2 CFRC shall ensure that employees, contractors, volunteers, and third parties who have access to personal information are aware of their responsibilities to protect the confidentiality and security of such information.



8. Retention of Personal Information

8.1 CFRC shall retain personal information only for as long as necessary to fulfill the purposes identified, or as required by law.

8.2 CFRC shall securely dispose of or anonymize personal information that is no longer required for the purposes identified.

9. Compliance and Accountability

9.1 CFRC shall designate a Privacy Officer responsible for ensuring compliance with this policy and PIPA.

9.2 CFRC shall provide training and education to employees, contractors, volunteers, and third parties on their responsibilities under this policy and PIPA.

9.3 CFRC shall regularly review and update this policy as necessary to ensure ongoing compliance with PIPA and best practices in personal information protection.

10. Breach Notification

10.1 CFRC shall promptly investigate any suspected breaches of personal information and shall take appropriate measures to mitigate any harm or loss resulting from such breaches.

10.2 CFRC shall notify affected individuals and the Privacy Commissioner as required by law in the event of a breach of personal information.


11. Policy Review



11.1 This policy shall be reviewed annually to ensure its effectiveness and compliance with PIPA and any other relevant legislation or regulations.

12. Contact Information

12.1 Any questions or concerns regarding this policy or CFRC's handling of personal information should be directed to the Privacy Officer at admissions@canadianfirerescuecollege.com

Signed: Director Erik Ives	
Date	2024-03-21
Effective Date	2023-01-12
Date of last Revision	2024-03-21