



What is personal information?

Personal information is any recorded information that can be used to identify an individual, other than business contact information. When we think of personal information, we often think of names, birth date, address, telephone number, but really, it is any information that may identify someone.

British Columbia's *Freedom of Information and Protection of Privacy Act* (FOIPPA) works to protect personal privacy by preventing the unauthorized collection, use, or disclosure of personal information by public bodies.

Examples of personal information that might be used at CMTN include:

- name, age, sex
- race, ethnic origin, sexual orientation
- student or staff ID number
- personal contact information
- financial information such as credit card numbers, banking details, payroll information, sponsorship details
- criminal record check information
- student CMTN email address
- health information and history (including physical and mental health)
- information related to a disability or accommodation request
- number assigned to an individual (e.g., passport number, driver's licence number, trades worker ID number)
- grades and educational history.

What is not personal information?

Business contact information is not generally considered personal information under FOIPPA.

For CMTN employees, this would include your name and position, business telephone number, physical business address, and your CMTN email address.

Questions about personal information?

Please contact Aman Kang, the privacy officer by emailing foi@coastmountaincollege.ca.