

## **APPENDICES to the GBC Academic Policies**

### **Index of Appendices:**

#### **Appendix Number**

- 1 Freedom of Information and Protection of Privacy Agreement**
- 2 Schedule of Related College Policies and Other Pertinent Documents**
- 3 Ontario Human Rights Code – Relevant Provisions**
- 4 Academic Discipline Report Form**
- 5 Notice of Collection of Personal Information**
- 6 Retention and disposal Schedules (Student Records)**
- 7 Academic Accommodation Agreement**

**APPENDIX 1  
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY AGREEMENT**

This agreement is made between \_\_\_\_\_ (name of researcher), referred to below as the researcher, and George Brown College, referred to below as the College. The researcher has requested access to the following records or information or persons which may lead to collecting personal information that is under the custody or under the control of the College (describe the records below).

The researcher understands and promises to abide by the following terms and conditions:  
1. Information will be only disclosed in aggregate form so as to protect the identity of individuals.  
2. The researcher will not use the information in the records for any purpose other than the following research purpose unless the researcher has the College's written authorization to do so (describe the research purpose below).

\_\_\_\_\_  
\_\_\_\_\_

3. The researcher will give access to personal information in a form that ensures that the individual to whom it relates can be identified only to the following person (name the person below).  
4. Before disclosing personal information to the person mentioned above, the researcher will enter into an agreement with this person to ensure that he/she will not disclose it to any other person.  
5. The researcher will keep the information in a physically secure location, access to which will be restricted to the researcher and to the person mentioned above.  
6. The researcher will destroy all records linking individual identities to the information by \_\_\_\_\_ (date). **[Please note and check change here]**  
7. The researcher will notify the College in writing immediately upon becoming aware that any of the conditions set out in this agreement has been breached.

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ (month) \_\_\_\_\_ (year)  
Principal Researcher (Signature) \_\_\_\_\_  
Principal Researcher (Name Printed) \_\_\_\_\_  
Representative of George Brown College (Signature) \_\_\_\_\_  
Representative of George Brown College (Name Printed) \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

## **APPENDIX 2**

### **SCHEDULE OF RELATED COLLEGE POLICIES AND OTHER PERTINENT SCHEDULE OF RELATED COLLEGE POLICIES AND OTHER PERTINENT DOCUMENTS**

- Ontario Human Rights Code (*Human Resources Manual*)
- Prevention of Discrimination and Harassment Policy (*available through the Human Rights Office*)
- Sexual Harassment (*Human Resources Manual*)
- Persons With Disabilities (*Human Resources Manual*)
- Race and Ethnic Relations Policy (*available through the Human Rights Office*)
- Special Needs Policy (*available from Student Affairs/Disability Services*)
- Freedom of Information and Protection of Privacy Act (*available through the Human Rights Office*)

George Brown College Policies and Procedures and Codes of Conduct (*widely distributed and specifically available in the Human Resources Manual, as well as through all faculty and all administrative offices*)

## **APPENDIX 3**

### **ONTARIO HUMAN RIGHTS CODE – RELEVANT PROVISIONS**

#### Relevant Provisions (Chapter H.19)

Whereas recognition of the inherent dignity and the equal and inalienable rights of all members of the human family is the foundation of freedom, justice and peace in the world and is in accord with the Universal Declaration of Human Rights as proclaimed by the United Nations;  
And whereas it is public policy in Ontario to recognize the dignity and worth of every person and to provide for equal rights and opportunities without discrimination that is contrary to law, and having as its aim the creation of a climate of understanding and mutual respect for the dignity and worth of each person so that each person feels a part of the community and able to contribute fully to the development and well-being of the community and the Province;  
And whereas these principles have been confirmed in Ontario by a number of enactments of the Legislature and it is desirable to revise and extend the protection of human rights in Ontario;  
*Therefore, Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:*

#### **Part I - Freedom from Discrimination**

1. Every person has a right to equal treatment with respect to services, goods and facilities, without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or handicap.
  
2. (1) Every person has a right to equal treatment with respect to the occupancy and accommodation, without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, handicap or the receipt of public assistance.  
  
(2) Every person who occupies accommodation has a right to freedom from harassment by the landlord or agent of the landlord or by an occupant of the same building because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or handicap.
  
3. Every person having legal capacity has a right to contract on equal terms without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or handicap.
  
4. (1) Every sixteen or seventeen year old person who has withdrawn from parental control has a right to equal treatment with respect to occupancy of and contract for accommodation without discrimination because the person is less than eighteen years old.  
  
(2) A contract for accommodation entered into by a sixteen or seventeen year old person who has withdrawn from parental control is enforceable against that person as if the person were eighteen years old.

## **APPENDIX 3 – page 2**

### **ONTARIO HUMAN RIGHTS CODE – RELEVANT PROVISIONS**

5. (1) Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or handicap.

(2) Every person who is an employee has a right to freedom from harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, family status or handicap.

6. Every person has a right to equal treatment with respect to membership in any trade union, trade or occupational association or self-governing profession without discrimination because of race, ancestry, place or origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or handicap.

7. (1) Every person who occupies accommodation has a right to freedom from harassment because of sex by the landlord or agent of the landlord or by an occupant of the same building.

(2) Every person who is an employee has a right to freedom from harassment in the workplace because of sex by his or her employer or agent of the employer or by another employee.

(3) Every person has a right to be free from

(a) a sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or

(b) a reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person.

8. Every person has a right to claim and enforce his or her rights under this Act, to institute and participate in proceedings under this act and to refuse to infringe a right of another person under this Act, without reprisal or threat of reprisal for so doing.

9. No person shall infringe or do, directly or indirectly, anything that infringes a right under this Act.

**APPENDIX 4  
ACADEMIC DISCIPLINE REPORT FORM**

To be completed by faculty members and forwarded to the Chair of the student's program of study.

Name of Student:

Date:

Course:

Program:

Faculty Member:

Nature of the Offence:

Action Taken:

Student's Comments:

Student's Signature:

Faculty Member's Signature:

**APPENDIX 5  
NOTICE OF COLLECTION OF PERSONAL INFORMATION  
NOTE TO STUDENTS**

Pursuant to Section 39(2) of the *Freedom of Information and Protection of Privacy Act*, you are hereby notified that personal information relating to you is being collected, and will be collected throughout your association with the George Brown College of Applied Arts and Technology, for the principle purposes of Education Administration and Statistics.

The term "Education Administration" refers to all activities associated with the discharge of George Brown College's responsibility to provide educational programs to its students in an appropriate learning environment. It includes, but is not limited to, the application and enforcement of all George Brown College policies and codes of conduct.

The legal authority for this collection is the Ministry of Colleges and Universities Act, R.S.O. 1990, c.N. 19 and Reg. 640, R.R.O. 1990.

Questions about this collection should be directed to:  
George Brown College of Applied Arts and Technology, P.O. Box 1015, Station "B"  
Toronto, Ontario M5T 2T9

## **APPENDIX 6 RETENTION AND DISPOSAL SCHEDULES (Student Records)**

(Freedom of Information and Protection of Privacy Act)  
Ontario Colleges of Applied Arts and Technology Committee of Registrars and Admissions  
Officers (CRAO)

### **Guidelines for Retention, Disposal and Securing of Student Records**

Prepared by: Records, Registration and Enrolment Reporting Subcommittee  
Date: June 1990

*DISPOSAL OF RECORDS* A head shall dispose of personal information under the control of the institution in accordance with the regulations and in accordance with any directives or guidelines issued by the responsible minister.

Ontario Regulation 15189 was issued in January 1989 and deals exclusively with disposal of personal information. All institutions covered by the legislation, including Colleges of Applied Arts and Technology (schedule 3), are bound by the regulation.

According to section 3 of the regulation, no one may destroy personal information in the custody or under the control of an institution without the authorization of the head. This responsibility may be delegated by the head in writing to an officer or officers of the institution subject to any limitations, restrictions, conditions, and requirements set out in the written delegation of authority (subsection 6662(1) of the Act). The head, however, remains accountable for action taken and decisions made by his or her delegate.

Subsection 4(3) of the regulation states:(1) Every head shall ensure that all reasonable steps are taken to protect the security and confidentiality of personal information that is to be destroyed, including protecting its security and confidentiality during its storage, transportation, handling and destruction.(3) In determining whether all reasonable steps are taken, the head shall consider the nature of the personal information to be destroyed.

In its guidelines regarding the regulation, the Management Board Secretariat noted that institutions should ensure that each step in the disposal process is identified and that appropriate measures are taken to protect the confidentiality of the personal information at each step. Measures which should be considered include:-at no point in the process should the personal information be left unattended or outside of secured areas  
-storage rooms should be locked and secure, with the distribution of keys or combinations carefully controlled

-access to the information during temporary storage should be limited to authorized personnel, and such access should be documented -containers should be labeled in such a manner that the nature of the contents is not revealed -outside suppliers of transportation and disposal services should be bonded, with security provisions included in the services contract.

(The above list is not meant to be comprehensive and the Colleges' efforts should not be limited to those measures noted.)

**Approved by Board of Governors Motion #03-05-04, 11 February 2004, Publication 2004 - 03 - 31  
George Brown College - Academic Policies, Guidelines & Codes of Conduct - 2004-03**



**APPENDIX 6 – page 2**  
**RETENTION AND DISPOSAL SCHEDULES (Student Records)**

Under section 2 of the regulation, an institution may dispose of personal information only by transferring it to the Archives of Ontario or by destroying it. In the case of the Colleges, the records may be disposed of only by destruction. Section 5 states that:

Every head shall take all reasonable steps to ensure that when personal information is to be destroyed, it is destroyed in such a way that it cannot be reconstructed or retrieved.

This means that paper and other hard copy records should be burned, pulped, or shredded (provided that the shreds are small enough to prevent re-assembly of information). Personal information may also be recycled, providing the recycling program conforms with the confidentiality provisions of the regulation.

Personal information on tape, floppy disk, hard disk, or other magnetic media should be disposed of by magnetic erasure or by destruction of the media. Care must be taken to ensure that carbons, print ribbons, print-outs, back-up copies, etc., that contain personal information are also destroyed.

Subsection 6 of the regulation provides that every head, or designate, is responsible for ensuring that the institution maintains a disposal record setting out what personal information has been destroyed and the date of destruction. This is a very important requirement.

**APPENDIX 7  
ACADEMIC ACCOMMODATION AGREEMENT**

This form is to be used to arrange alternative date or time for examinations, tests or clinical, fieldwork, and co-op experience.

Student's Name \_\_\_\_\_ Program \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Course \_\_\_\_\_ Faculty \_\_\_\_\_

Due to religious observance of \_\_\_\_\_ I require the following accommodation.

\_\_\_\_\_  
This religious observance will be accommodated by the following:  
(Alternate date for test, exam or clinical make-up time)

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

A copy of this agreement will be kept in the students program file. Any questions or concerns regarding accommodation for religious observances should be directed to the Human Rights Advisor or the Registrar.

**Give to the professor at least two weeks prior to the requested accommodation.**