



## Northlands College Policy Access to Information and Privacy

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### Policy Statement

Northlands College provides access to information in accordance with *The Freedom of Information and Protection of Privacy Act (the Act)*.

### Guidelines

Formalized requests are not required for information that is:

- Published material or material that is available for purchase by the public,
- Material that is a matter of public record,
- Information that is authorized for specific distribution by other means, or
- a transcript.

Information about how to request a transcript is provided at <https://trainnorth.ca/requirements&fees>.

### Process

1. Identify the type of information you want. The more specific the information requested, the more easily and quickly it can be obtained.
2. Fill out the form provided by either the Office of the Saskatchewan Information and Privacy Commissioner <https://OIPC.sk.ca> or on the form provided to you by the College.
3. Submit the form using either of the following methods:
  - a. Scan to email: [privacy.officer@northlandscollege.sk.ca](mailto:privacy.officer@northlandscollege.sk.ca)Or
  - b. Mail to:  
Attention: Privacy Officer  
Northlands College  
P.O. Box 1000  
Air Ronge, SK  
S0J 3G0
4. Wait 30 days at a maximum for a response.

Should you be dissatisfied with the response to your request for information, you may log in to <https://OIPC.sk.ca> to learn how to submit a request for review with the Saskatchewan Information and Privacy Commissioner's Office.

Policy Originated: November 1, 2019	Approved by: Board of Directors
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