

ACCESS TO COLLEGE SECURED DOCUMENT SHREDDING BINS PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Operations
Parent Policy:	Facilities Operations Policy
Approval Date:	March 15, 2018
Effective Date:	March 1, 2018
Procedure Owner:	Vice President, Corporate Services and Finance
Procedure Administrator:	Director, Facilities
Overview:	<p>NorQuest College (college) takes appropriate measures to ensure the confidentiality of documents which are placed in secured shredding bins.</p> <p>Authority to establish this procedure is derived from the NorQuest College Board of Governors Policy No. 5 which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.</p>
Procedures:	<p>The college may contract with various proprietors to provide confidential and secure paper shredding services.</p> <ul style="list-style-type: none"> • Shredding bins are to be secured with a locking device. • Restrictions are placed on access to ensure confidentiality is maintained and access will typically not be granted to retrieve documents which have been placed in a shredding bin in error. Once a document is placed in a secured bin, it is considered shredded. • Access may be considered under special circumstances such as to retrieve a valuable object (other than a document), or a completed student exam. • Requests for access may be sent to the Director, Facilities. • If access is approved, access must be supervised by the Director, Facilities or a designate.
Definitions:	<p>Shredding Bin: a locked storage container (stationary or mobile) placed on site by a proprietor who is contracted by the college to shred documents placed in the bin, in a confidential manner.</p>
Related NorQuest College Information:	<ul style="list-style-type: none"> • Facility Operations Policy
Related External Information:	<ul style="list-style-type: none"> • Freedom of Information and Protection of Privacy Act
Next Review Date:	March 2022
Revision History:	<p>March 2018: new August 2019: Compliance Office template & reorganization update</p>