

POLICY TYPE:	Governance Process
POLICY TITLE:	Collection, Use, and Disclosure of Governor Information
EFFECTIVE DATE:	June 2022
REVISION DATE:	
RENEWAL DATE:	June 2023

In this policy, unless otherwise defined herein or the context requires otherwise, words have the same meaning as they do in the Definitions Schedule to By-law No. 1 of the College.

1. POLICY STATEMENTS

It is necessary to collect personal information to meet legal obligations, facilitate the onboarding of Governors, and to facilitate participation in various Board and College activities.

- 1.1 The Board will collect, use, and disclose Governor information in accordance with applicable legislation, Ministry Binding Policy Directives, Board by-laws, and Board policies.
- 1.2 The College's information management framework and policies shall apply to the personal information of Governors, including taking reasonable steps to protect the information in its custody and control.
- 1.3 Each Governor shall provide any personal information requested by the Board Secretary for the facilitation of Board activities.
 - (a) A Governor who refuses to provide the necessary personal information in a timely manner may be removed from the Board pursuant to Board By-law No. 1 (Section 13).
- 1.4 While on the Durham College Board of Governors, the Board Secretary will:
 - (a) Post a Governor's photograph and biography on the College website;
 - (b) Post contact information for each Governor on the Board portal for use by other Governors and the senior leadership team;
 - (c) Disclose a Governor's personal information to the Ministry of Colleges and Universities, the Canadian Revenue Agency, the Quebec Business Registry, College Employer Council, and the College's insurance providers annually.

- 1.5 The contact and general information collected from Governors (except photocopies of government-issued identification) is kept permanently in the College's customer relationship management database.
- 1.6 Subject to applicable legislation, any photocopies of government-issued identification shall be securely destroyed by the Board Secretary one-year after a Governor has left the Board.

2. REQUIREMENTS FROM THE QUEBEC BUSINESS REGISTRY

- 2.1 The College is registered to conduct business in Quebec, which requires submitting government-issued identification for each Director (known at Durham College as "Governors").
- 2.2 The Board Secretary or designate is authorized to collect and photocopy from each Governor **one** of the following pieces of acceptable identification (identity documents must include first name, surname, and date of birth):
 - (a) Passport;
 - (b) Driver's or Learner's licence;
 - (c) Health Insurance Card;
 - (d) Canadian Permanent Resident Card;
 - (e) Immigration document issued by the Government of Canada (IMN-1422);
 - (f) Official identification for military, police or diplomatic personnel stationed in Canada;
 - (g) Secure Certificate of Indian Status;
 - (h) Quebec Birth Certificate;
 - (i) Identification issued by a Canadian Province or Territory that includes a date of birth.
- 2.3 The Board Secretary shall submit the required identification for each Director upon request to the Quebec Business Registry using a secure link.

3. MONITORING

The Governance Review Committee will review this policy as part of its cyclical review of Board by-laws and policies.