

Personal Information Collection Notice

The purpose of this resources is to provide you with guidance in writing and updating collection notices before collection personal information from students, employees and others in accordance with the [Protective of Privacy Act \(POPA\)](#).

If you have questions, please email us at privacy@portagecollege.ca.

<p>What is a collection notice?</p>	<p>A collection notice is a short statement provided to an individual at the same time, or before, their personal information is collected.</p> <p>The purpose is to let individuals know why their personal information is being collected, under what authority, and who to contact if they have questions.</p>
<p>What must a collection notice include?</p>	<p>A collection notice must include:</p> <ul style="list-style-type: none"> • the purpose for collecting the personal information • the legal authority for the collection, which will typically be Section 4(c) of the Alberta Protection of Privacy Act (POPA). The Registrar’s Office and others collecting personal information of student may also reference Section 65 of the Post-secondary Learning Act. • the title and contact information of an employee who can answer questions about the collection • If applicable, the College’s intention, if any, to input the personal information collected into an automated system (e.g. Artificial Intelligence) to generate content or make decisions, recommendations or predictions.
<p>How can a collection notice be provided?</p>	<p>A collection notice can be provided in different ways depending on the situation, and include:</p> <ul style="list-style-type: none"> • On a paper or electronic forms • Within an online system or application • On webpage • Telephone recording • Signs where photography/filming occurs • Or verbally, but only where written notice is not practicable.

	<p>For the most part, employees should use one of the notices provided below.</p>
<p>Standard collection notice:</p>	<p>Best used by departments not collecting student information:</p> <p>The personal information you provide through this <i>[form, program, website, service, etc.]</i> is collected in accordance with Section 4(c) of the Alberta Protection of Privacy Act (POPA). The information will be used for the purpose(s) of <i>[include reason(s) here]</i>.</p> <p>For questions about the collection of your personal information, please direct inquiries to: <i>[Department Name, Portage College, Phone and/or Email Address]</i>.</p>
<p>Student-focused collection notice:</p>	<p>Best used by the Registrar’s Office and others collecting student information in accordance with the Post-secondary Learning Act:</p> <p>The personal information you provide through this <i>[form, program, website, service, etc.]</i> is collected under the authority of Section 65 of the Post-Secondary Learning Act (PSLA) and in accordance with Sections 4(a) and (c) of the Alberta Protection of Privacy Act (POPA). The information will be used for the purpose(s) of <i>[include reason(s) here]</i>.</p> <p>For questions about the collection of your personal information, please direct inquiries to: <i>[Department Name, Portage College, Phone and/or Email Address]</i>.</p>
<p>If you may, or will, use personal information in an automated system, include this statement in your collection notice:</p>	<p>Include this statement after stating your purpose for the collection:</p> <p>The College may <i>[use will if you know at the time]</i> input the information above into an automated system to fulfill the purpose stated above. This may include generating content, or making decisions, recommendations or predictions.</p>