

## **POLICY: SYSTEMS ACCESS / INFORMATION SHARING**

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### **1.0 Scope**

This Policy defines the terms and conditions under which ITA provides access to its systems and the information contained within these systems to external users. The provisions of this policy requiring Information Sharing Agreements do not apply where:

- the third party is an individual and systems access is restricted to their own personal information, or
- the third party is the sponsor with systems access restricted to their own apprentices' training records.

### **2.0 Sharing of Personal Information**

In accordance with the *Industry Training Authority Act*, personal information is collected by ITA for purposes of delivery and evaluation of the industry training (apprenticeship) system and recognition of competencies through assessment and issuance of qualifications. Individuals participating in the system must be informed of the purpose of ITA collecting personal information and how this information may be used in accordance with the *Freedom of Information and Protection of Privacy Act (FOIPPA)*

### **2.1 Sharing Information Expressly Authorized**

Pursuant to the *FOIPPA*, ITA may share personal information with third parties directly involved in the industry training system in accordance with the written authorization signed by participants or as specifically allowed within *FOIPPA*.

### **2.2 Information Sharing Agreements**

In the absence of express authorization to release personal information for a specified purpose, an Information Sharing Agreement (ISA) must be in place prior to the exchange of personal information with a third party.

Where an ISA or Systems Access Account is in place, pursuant to the *FOIPPA*, ITA may share personal information with third parties directly involved in the delivery and evaluation of the industry training system, the assessment of competency and issuance of credentials.

*FOIPPA* specifically allows sharing of personal information with regulatory authorities such as the BC Safety Authority which have legislated powers specific to regulated occupations. Therefore ITA can provide personal information they request if required to perform their legislated duties whether or not an ISA is in place.

ITA retains control of all personal information made available pursuant to an ISA or an information request. ITA Authorization for Release of Information contains the terms of use of the personal information, including any time limits or other restrictions on use or disclosure of the information. The Authorization for Release of Information applies to all information requests, whether from Public Sector Organizations or other parties.

#### 2.2.1 ISAs for BC Public Sector Organizations

Where the third party is an educational body as defined in Schedule 1 of *FOIPPA*, or is listed as a Public Body in Schedule 2 of *FOIPPA*, the ISA for BC Public Sector Organizations form of ISA may be used.

## 2.2.2 ISAs for Other Parties

Where a third party is not a BC Public Sector Organization, the standard ISA for Private Sector Organizations or Individuals is used. In this case, the ISA must include termination date, and must contain the following provisions:

- security requirements of third party accessing / using personal information
- clause prohibiting the disclosure of personal information to foreign entities
- terms of compliance monitoring and investigations by ITA

### **3.0 Access to ITA Systems by Third Parties**

ITA's Privacy Officer or designate must approve a System User Account for any Third Party prior to providing access to any ITA system that may contain personal information. Where systems access is provided to a third party governed by this policy, levels (e.g. read-only, ability to enter date, ability to modify records, etc.) and rules of access to ensure security of electronically stored personal information are detailed in the applicable User Account Terms of Use Agreement.

Because user logon procedures incorporate secure passwords, logon will be deemed to be confirmation of identity and agreement to the Terms and Conditions of Use each time the system is accessed.

### **4.0 Compliance**

ITA reserves the right to perform compliance audits.

### **5.0 Maintenance of Information Sharing Agreements & System User Account Information**

ITA will actively maintain a log of all current ISAs and System User Accounts..

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