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Approved by: Executive Committee		
Title Recovery of College Records and Resource Materials from Offices and/or Workstations	Effective Date November 2006	Replaces N/A

Operational Statement:

College records and/or resource materials located in offices and/or workstations are tools/vehicles available for the specific purpose of conducting Cambrian College business activities.

Cambrian College will make every effort to ensure employee privacy. However, privacy cannot be guaranteed if an employee is away from the College and steps have not been taken to ensure that College business is being handled in his/her absence.

Procedures:

If and when a manager needs to access records and/or resource materials located at the employees work site the following procedures will be followed:

- The employee will be contacted and advised of the need and reason for access and a request will be made to obtain the location of the required records and/or resource materials.
- If it is not possible to reach the employee, a written request from the immediate supervisor will be made to the Manager of Security Services. Security will provide access to the supervisor and will accompany the supervisor during the recovery of the required records and/or resource materials. All records/resource material removed from the worksite will be logged. The employee will be provided information regarding the reason for access and the items recovered from his/her worksite when he/she is available.