

## APPENDIX A

### **Suggestions for Language in Documents Used by Independent Schools for Employees and Volunteers as they pertain to the PIPA legislation. January, 2004**

#### **Is There Sample Language for Use on Employee and Volunteer Forms?**

Each school authority has its own procedures for recruiting and managing employees and volunteers. FISA suggests that when collecting personal information, appropriate language be included in forms and documents. The following is sample language:

The information collected on this form is collected, used and disclosed by **Coquitlam College** in accordance with the Personal Information Privacy Policy For Employees and Volunteers of Coquitlam College, a copy of which is available from the school's Privacy Officer.