COLLEGE POLICY

Policy No. & Title:	**P-111 Identification**
Policy Sponsor:	Vice President, People & Culture and Career Services
Reference Cmtee:	Policy & Procedure Committee
Effective:	2024-10-28
Next Review:	2026-10-31

Purpose

The College has a duty to ensure the safety and security of its students, employees, visitors, and property at all times. The ability to identify an individual using lanyards and identification cards (ID) can help to ensure the safety and security of all. It is the goal of the College therefore to provide quality lanyards, identification cards, and tags consistent throughout the entire College to each student, employee, and visitor.

Against this background, this policy seeks to outline the terms and conditions for which lanyards, identification cards and tags are issued for the purpose of identification and to facilitate the safety and security of the College community (including students, employees, and visitors) and College property.

Scope

This policy applies to all College students, employees, delivery partners, affiliates, volunteers, contractors, and visitors on a College Campus.

This policy **does not apply** to College students or employees in Online or Remote learning environments in that a physical identification card or lanyard is issued to these individuals.

Definitions

Lanyard: A cord or strap designed to be worn around the neck and has a clip or hook attached usually used to secure an identification card.

Identification Card: A wallet sized card that may be used to prove an individual is a student or an employee of the College. This may be provided to students in either physical or digital format.

Tag: A label used to identify a visitor to the College.

POLICY

1) Lanyards, identification cards and tags are used to identify and distinguish between students, employees, and visitors of the College.
2) For safety and security reasons, it is expected that all students, employees, and visitors always wear a form of identification while on the grounds of the College (Campus or

College Support Centre), without exception.

3) Identification Cards bear the following information:
    a) Name.
    b) Photograph.
    c) Campus (student).
    d) Program of Study (student).
    e) Full-Time/Part-Time (student).
4) Identification cards are the property of the College.
5) Identification cards are non-transferable.
6) Personal information collected to produce identification cards are done so in line with the C-405 Privacy Policy of the College, and consequently is aligned with the Personal Information Protection and Electronic Documents Act (PIPEDA) and other applicable provincial privacy legislation.

Students

7) Each student who begins a program with the College must have their photo taken and uploaded through the LeadSquared document upload portal for a student ID card.
8) Student pictures are stored in the College's database system, XCAS, for viewing by employee members for attendance and recognition.
9) The College provides students with bright green lanyards to hold their student ID card, should it be required for their program.
10) In-Class students should receive their lanyards and student ID cards at orientation or on the first day of class.
11) Students must wear their lanyards and student ID cards whenever they are on the grounds of the College to identify them as students. See Visitors section below should you be visiting campus.
12) Students may be required to wear their student ID card with a green lanyard while out on placement or at internship sites, should it be required by the field placement/internship host.
13) Students must have their student ID cards:
    a) To collect materials from the Program Administrator, if applicable.
    b) To collect new courseware.
    c) To receive discounts for bus passes in some cities and as well as with other retailers who accept student identification for discounts.
    d) When requesting certification vouchers or Practice Test software for information retrieval in the inventory system.
14) Replacement student ID cards can be reprinted by the front office employees for a charge of $5 to the student.
15) Student ID cards are valid only while a student is an active registered student of the College.
16) Students are required to present their student ID card when asked for by an employee of the College or by Security Officers. It is always therefore important for students to wear their lanyards/student ID cards.

Note*:* Ministry guidelines dictate that the College must ask Student Loan students to prove their identity by providing a valid government issued photo identification. Students receiving Student Loan must have provided their government issued photo identification by the first loan negotiation or the College will have to terminate them from the College. If the student is funded by another source, the student must show ID by a set date that must be different for each piece of ID. *e.g.,* 2 weeks for Health Cards, and up to 6-8 weeks for age of majority.

Employees

17) The College provides employees with blue lanyards to hold their employee ID card.
18) Employees must wear their lanyards and ID cards whenever they are on Campus or at a College Support Centre.
19) Employee ID cards are valid only while an employee remains in the employ of the College.
20) Employee ID cards are sometimes required to access different buildings and services of the College.

Visitors

21) Visitors to the College should be provided with a visitor tag and not a lanyard.
22) Visitors must wear their tag during their time at the College.
23) Visitor tags are created by the administrative employees at each campus and housed at the front desk.

Related Policies

C-405 Privacy

Supporting Documents/Forms

P-111p Identification – Procedure