

AD7300 OFF-CAMPUS ACTIVITY SAFETY

Records documenting the administration of Off-Campus Activity Safety Policy and practices as they pertain to all faculty, staff, and students undertaking university-sanctioned off-campus activities.

Includes safety planning, risk-assessment, incident reporting, preparation and support of all off-campus activities participated in by Queen's employees and students.

Example documents: safety planning records, incident reports, post-activity reports, feedback forms and correspondence.

Correspondence includes paper, email and other electronic communication.

OPR - Director, Environmental Health and Safety

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
31	Safety Planning Data	ET + 1	4	D	PIB
<i>Records consist of personal details of participants, participants' emergency contact information, activity and travel details, hazards and risks assessments, immunization information, special needs information.</i>					
<i>ET Definition: Activity concluded.</i>					
32	Pre-departure Orientation	ET + 2	0	D	YES
<i>Records consist of online Pre-departure Orientation questionnaires.</i>					
<i>ET Definition: Training completed.</i>					
33	Incident and Post-Activity Reporting	ET + 1	4	D	PIB
<i>Record consist of incident reports, post-activity reports, and feedback forms.</i>					
<i>ET Definition: Post-activity reports or feedback forms submitted.</i>					

These records are in both paper and electronic formats.

GLOSSARY

FY = Fiscal Year (May 1 to April 30)

AY = Academic Year (September 1 to August 31)

CY = Calendar Year (January 1 to December 31)

ET = Event Trigger

OPR = Office of Primary Responsibility

DP = Special Disposition Plan

AR = Transfer to Archives

D = Destroy / Delete

PIB = Personal Information Bank

AD7300 was approved on 07/11/2012.