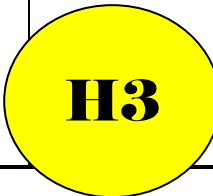
 <b>RED RIVER COLLEGE</b> OF APPLIED ARTS, SCIENCE AND TECHNOLOGY  <b>POLICIES &amp; PROCEDURES</b>	# Pages <b>2</b>	Number 
	Originator: <b>Dean, Student Services</b> Approved by: <b>President's Council</b>	
TITLE:	Effective Date	Replaces
<b>COLLEGE IDENTIFICATION CARDS</b>	March 15, 2005	New

## INTRODUCTION

This policy outlines the system in place to authorize and distribute Red River College (RRC) photographic identification cards (ID Cards).

## POLICY

As a means of providing personal identification and as certification of eligibility for College services, each College employee and student is required to obtain one permanent ID Card. The College may also provide a photo ID card to Associate Groups and Community Members as defined below.

The ID Card is the property of RRC and must be returned to RRC upon request of the College. The cardholder will use all services provided by the ID Card in a responsible manner. The ID Card is non-transferrable.

The photographs taken in order to produce the ID Cards are digitized and stored within the guidelines of *The Freedom of Information and Protection of Privacy Act*. RRC retains these photographs for identification purposes only. Use of the photographs for other administrative purposes requires the signed permission of the individuals concerned.

## DEFINITIONS

**“Associate Groups”** include RRC Board of Governors; RRC Students’ Association Inc.; RRC Alumni; RRC Early Childhood Centre Inc.; RRC Heritage Group; Manitoba Government employees, Commissionaires and employees of other companies or organizations assigned to RRC; and other individuals or groups as designated by the College from time to time.

**“Community Member”** - any adult 18 years of age or older not otherwise affiliated with Red River College and residing in the area of Manitoba served by the College is eligible to become a Community Member.

“College Services” may include the use of the Library, access to facilities and computing services, entrance to social functions, health services, and use of campus recreation facilities, as determined by the College. Access to services may vary for groups within the Associate Group category.

## **TERMS AND CONDITIONS**

### **Card Eligibility and Services**

ID Cards are required to access College services as determined by the College.

#### **1. Students**

Students are required to obtain ID cards at the time of registration. Proof of registration establishes eligibility to obtain the ID Card.

#### **2. Employees**

RRC employees as defined in the Collective Agreement and employees under a separate Employment Agreement are required to have an ID Card. The term of employee ID Cards is for the duration of employment with RRC or at the expiry of each individual Employment Agreement.

#### **3. Associate Groups**

Associate Group members are eligible to receive an ID Card at the beginning of their employment, membership or appointment to the defined groups, or upon assignment to RRC. Upon termination of an individual’s association with a defined Associate Group, the individual will surrender their ID Card to RRC.

All Associate Group ID Cards, with the exception of the Board of Governors and members of RRC Heritage Group, will be valid for one year from date of issue and must be reactivated on an annual basis.

#### **4. Community Member**

Community Members are subject to a fee and membership must be renewed on an annual basis. College Services for this designated group are limited to the use of College computers in the Libraries and borrowing privileges for library materials in print format.