

Policy on Privacy, Safety, and Harassment (S1.4)

Effective Date: []

Approved By: Board of Directors

Next Review Date: (every 5 years)

I. Theological and Philosophical Foundations

Policy Statement on Privacy, Safety, and Harassment

Foundation Baptist College affirms the biblical teaching that every individual bears the image of God and must be treated with dignity, respect, and love (Gen 1:27; Matt 22:39). As a Christian institution committed to truth, holiness, and community, we uphold a **zero tolerance policy** toward all forms of harassment, abuse, violence, and violation of personal privacy, whether physical, verbal, sexual, emotional, or digital. These concerns rest on more fundamental theological bases:

- **Biblical basis for human dignity and respect:** All humans are created in the image of God (Gen 1:26–27), are commanded to love their neighbours (Lev 19:18), and to treat others as they wish to be treated (Matt 7:12). These principles form the foundation of how we view each individual within the learning community of Foundation Baptist College.
- **Institutional commitment to holiness, integrity, and care:** The Christian life is marked by a calling to walk in a manner worthy of Christ (Eph 4:1–3), bearing with one another in love and cultivating a culture of truth, accountability, and encouragement (Gal 6:2).
- **Ethic of Love:** Christ's command to love one another as He has loved us (John 13:34–35) establishes the relational ethic of the College. This ethic undergirds our expectations for conduct, especially as it pertains to the safeguarding of others' well-being, privacy, and safety (Rom 12:10; 1 Cor 13:4–7), and to fulfill our calling to live peaceably and righteously before God and one another (Rom 12:18; Eph 4:25–32).
- **FBC Mission:** Protecting students and staff supports the training of future pastors and strengthens the local church by cultivating a safe and accountable environment where learning can flourish, where character can be built, and where we can set an example for how future pastors and church members will function in their Christian and ecclesiastical environments. This culture of care, truth, and responsibility is integral to the biblical task of discipleship and spiritual formation.

We recognize, however, that in a fallen world, sin may manifest in relational breaches and personal harm. In such cases, the College commits to:

- Responding **impartially and promptly** to all credible reports;
- **Protecting all parties* from retaliation or further harm;
- Pursuing **truth and justice** through biblically principled investigation and disciplinary action;
- Encouraging **repentance, forgiveness, and restoration** wherever appropriate and possible;
- Ensuring that justice is served not only with integrity but also with compassion and pastoral wisdom.

FBC is also committed to being compliant with all formal obligations to the Association for Biblical Higher Education, the city of Edmonton, province of Alberta, and the nation of Canada. And yet our procedures are framed within a Christian vision of human responsibility, accountability, and grace. We aim not only to protect but to lovingly disciple those in our care.

II. Student and Stakeholder Privacy

1. Legal Framework

Foundation Baptist College upholds the protection of personal information in accordance with the **Personal Information Protection Act (PIPA)** of Alberta and, where applicable, the federal **Personal Information Protection and Electronic Documents Act (PIPEDA)**.

In practical terms, the College adheres to the **principle of minimum access** (or principle of least privilege): personal information is only accessible to individuals who have a legitimate right or operational reason to know, based on their institutional role.

2. Scope

This privacy policy applies to all personal and identifiable information held by the institution in the following contexts:

- **Student records:** including but not limited to academic transcripts, enrolment status, grades, tuition payments, and financial aid.
- **Employee records:** including hiring documentation, performance reviews, payroll, and contract information.
- **Donor records:** including names, contact information, donation histories, giving preferences, and any other data connected to financial contributions or

philanthropic engagement with the College.

- **Counselling and pastoral care records:** including any notes or documentation arising from serious cases of personal counselling.

3. Access and Consent

In harmony with the College's ethic of integrity and transparency:

- **Written consent is required** before sharing an individual's personal information with parties outside the College, or internally beyond those who have a right or reason to access it.
- **Students have the right** to request access to their records and to request correction of inaccurate or outdated information.

4. Security Measures

To ensure the safety and integrity of all personal data:

- **Physical safeguards** include secure filing systems in locked offices and restricted access to sensitive documents.
- **Digital safeguards** include encrypted databases, secure user authentication, and network protections.
- All staff with access to personal data receive **mandatory training** in proper data handling, confidentiality, and breach response protocols using [resources from the Government of Canada](#). []

III. Campus Safety

As stewards of the lives entrusted to our care, we are committed to proactive, transparent, and principled campus safety measures that reflect both biblical wisdom and responsible governance (1 Cor 14:40; Prov 27:12).

1. Emergency Management

The College maintains clear and tested procedures for emergency scenarios, including:

- **Fire, severe weather, and evacuations:** Each emergency type is addressed with specific protocols that prioritize the protection of life, clear communication, and rapid response.
- **Posted and practiced regularly:** Emergency routes and instructions are visibly

posted in all buildings, and drills are conducted annually to ensure readiness among students, staff, and faculty. []

These procedures serve both our duty of care and our commitment to operational excellence under God's providence.

2. Security Practices

To prevent harm and safeguard property, Foundation Baptist College implements the following ongoing security measures:

- **Building access control:** Entry to buildings is limited to authorized individuals during scheduled hours, subject to the policies of Meadowlands Baptist Church and Meadows Christian Academy. Keys are distributed according to role and necessity.
- **Visitor policies:** All visitors must enter along with members of the college (students, faculty, staff, board) or report to the front desk of Meadowlands Baptist Church. Visitor logs will be maintained, and guests are expected to comply with the conduct expectations of Meadowlands Baptist Church and Meadows Christian Academy.
- **After-hours protocols:** Staff and students must receive prior approval to access facilities outside regular hours, subject to the access granted by Meadowlands Baptist Church. Lights, alarms, and supervision procedures are used to deter unauthorized presence and ensure accountability.

These practices foster a community of trust and vigilance, protecting our ability to study, and serve freely and without fear.

3. Crime and Incident Transparency

As an institution committed to truth and accountability:

- **Annual safety report:** The College compiles and publishes an annual campus safety report, modelled on the principles of the U.S. Clery Act, contextualized for Alberta's regulatory environment. This report includes summaries of reported incidents, preventative actions, and response outcomes.
- **Incident logs and statistical summaries:** Internal logs are maintained of all significant safety-related events, and statistical summaries are reviewed by administration and shared with the Board of Directors annually.

These transparency measures ensure that safety is not merely assumed but actively maintained and publicly accountable, aligning with our Christian calling to walk in the light (Eph 5:8–11).

IV. Harassment and Sexual Harassment

Foundation Baptist College is committed to fostering a learning and ministry environment marked by holiness, respect, and grace. As an institution training future pastors and strengthening local churches, we affirm the dignity of every person and uphold a **zero tolerance** policy for all forms of harassment, including sexual harassment, bullying, and intimidation. These behaviours are incompatible with our theological commitments and institutional mission.

1. Zero Tolerance Position

Harassment at Foundation Baptist College is defined as any **unwelcome conduct** — verbal, physical, written, or digital — that demeans, threatens, or offends another individual and creates a hostile or unsafe environment. This includes:

- **Sexual harassment** (e.g., unwelcome sexual advances, inappropriate comments, or coercion)
- **Bullying** (e.g., verbal abuse, humiliation, exclusion)
- **Intimidation** (e.g., threats, aggression, abuse of authority)

This policy applies to **all institutional stakeholders**: students, faculty, staff, administration, and board members, regardless of intent.

2. Biblical Foundation

The College's position flows from its biblical worldview:

- **Sanctity of the body**: The human body is not for sexual immorality but for the Lord (1 Thessalonians 4:3–7).
- **Exclusiveness of sex to marriage**: Sexual expression is reserved for the covenant of marriage between one man and one woman (Genesis 2:24; Hebrews 13:4).
- **Love for neighbour and a culture of grace**: All interactions are to be governed by mutual respect, humility, and the pursuit of peace (Romans 12:10; Galatians 5:13–14).

These principles call for relational holiness and institutional accountability.

3. Reporting Structures

- **Confidential reporting** is available to any community member who experiences

or observes harassment. All reports are taken seriously and handled with discretion.

- Reports may be submitted using the [Concern Form \(S1.3\)](#) available in the College's Policy Hub.
- **Anonymous reporting** is also permitted, though it may limit the College's ability to fully investigate. This may be submitted by submitting Concern Form S1.3 in the Policy Hub. []

All staff and faculty are required to report incidents brought to their attention.

4. Investigation Procedures

The College commits to **prompt, impartial, and biblically informed** investigations:

- Investigations are **trauma-informed** and aim to protect all parties.
- The concern form may be received by any member of the faculty, staff, administration or board. These forms will be shared with the president and chairman of the board unless one of them are involved in which case the other member will handle the investigation. If both are involved, the concern form will be shared with the secretary of the board.
- Unless clear reasons make it impossible, responses will follow this timeline:
 - Within **5 business days**, the receiving authority will acknowledge receipt.
 - The concern will be reviewed by the president and chairman of the board to determine if it falls within the scope of this policy and whether immediate informal resolution is possible.
 - If unresolved informally, a formal review will begin within **10 business days**.
 - A written response will be issued within **15 business days** of the hearing.

5. Disciplinary Actions

If harassment is substantiated, the College may apply disciplinary measures that are:

- Proportionate to the offense
- Consistent with institutional values
- Aimed at both justice and, where possible, restoration

Possible actions include:

- Verbal or written warnings
- Probation, suspension, or expulsion (students)
- Termination or removal from service (staff, faculty, or board members)

Repentance and reconciliation are encouraged in line with Matthew 18 and Galatians 6:1.

6. Support Resources

Complainants are offered:

- **Counselling referrals** through trusted Christian counsellors
- **Pastoral care and spiritual support**
- **Accommodations or protective measures** (e.g., course changes, modified duties, no-contact directives)

VI. Governance and Oversight

Policy Review Schedule

- All relevant policies are subject to **formal review every five years**, or **immediately following a major incident**, regulatory change, or institutional concern.
- Reviews are led by the President in consultation with the administrative team and external advisors as needed.
- The review process ensures legal compliance, operational effectiveness, and alignment with the theological and educational mission of the College.

Training and Education

To maintain a well-informed and responsible campus community:

- **Annual staff training** is conducted on privacy, harassment prevention, and emergency preparedness. These sessions include both legal expectations and biblical principles of dignity, justice, and care.
- **Orientation modules for students** are delivered at the beginning of each academic year, introducing key institutional policies, community conduct standards, and procedures for reporting concerns.

These efforts foster a shared understanding of rights, responsibilities, and the distinct ethos of Christian education.

Board Accountability

- An **annual report** is submitted to the **Board of Directors**, providing:
- A summary of incidents and resolutions
- Participation in training
- Policy changes or recommendations
- The Board provides **spiritual and strategic oversight**, ensuring that the College's commitments to safety, privacy, and justice are implemented with consistency and theological integrity.

This governance framework reflects our conviction that safeguarding people and policies is a spiritual responsibility, grounded in love for neighbour, fidelity to Christ, and stewardship of the trust placed in us by churches, families, and students.

Appendix 1 – Template for Campus Safety Report

Reporting Period: September 1, 2024 – August 31, 2025

Published: [Insert Date]^

I. Introduction

Foundation Baptist College is committed to cultivating a secure and God-honoring environment for all students, staff, and faculty. In keeping with biblical stewardship (Proverbs 27:12; Ephesians 5:11) and our mission to train future pastors and strengthen local churches, this report provides a transparent summary of campus safety practices and incidents.

This document is modelled on the principles of the U.S. Clery Act, contextualized for Alberta's regulatory environment. Though not required by law, it is offered in the spirit of institutional integrity and pastoral responsibility.

II. Scope of Report

- **Timeframe Covered:** July 31, 2024 – August 1, 2025
- **Locations Covered:** Main College Building (Edmonton)

III. Safety Policies and Procedures

- **Emergency Management:** Fire and evacuation procedures posted and drilled annually.
- **Security Access:** Controlled building access during business hours; after-hours

access requires pre-approval.

- **Visitor Policies:** All guests must report to the church office and comply with conduct expectations.
- **Policy Updates:** Revised Harassment and Sexual Harassment Policy issued May 2025.^

IV. Incident Summary

Incident Type	Number Reported	Notes/Context
Physical altercations	0	NA
Sexual harassment claims	0	NA
Theft (internal)	0	NA
Fire drills conducted	0	NA

V. Response and Follow-Up

- All reported incidents were addressed through internal investigation in accordance with FBC's disciplinary and pastoral care policies.
- One incident led to policy review and additional training for staff on boundary awareness.
- No police interventions or external legal actions were required.

VI. Training Summary

- **Emergency Training:** Delivered to all staff (*).
- **Privacy and Data Protection:** Mandatory training completed by all employees with access to personal information (*).
- **Harassment Prevention Workshop:** Held for all students and staff (*).

VII. Governance and Oversight

- The President reviewed this report and presented it to the Board of Directors in August 2025.^
- Oversight of safety procedures remains with the designated Campus Safety Officer, in consultation with the Privacy Officer and Student Affairs.

VIII. Necessary Forms

The following forms are each available on the Policy Hub.

- Policy on Privacy, Safety, and Harassment (S1.4)
- Concern Form (S1.3)
- Student Handbook

To report a safety concern, contact:

Admin Office | Phone: 587.635.2756 | Email: info@foundationbaptistcollege.com