

## **ACCESS TO CONFIDENTIAL STUDENT RECORDS & INFORMATION**

**EFFECTIVE DATE**     March 8, 2001

**RESPONSIBILITY FOR IMPLEMENTATION**     The Registrar in consultation with the  
Freedom of Information and Protection of Privacy (FOIP)  
Coordinator

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### **CROSS-REFERENCED POLICIES**

Records Management Policy, Post-Secondary Learning Act, Freedom of Information and Protection of Privacy Act

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### **POLICY STATEMENT**

Grande Prairie Regional College, under the authority of the Post-Secondary Learning Act, the Freedom of Information and Protection of Privacy Act, Statistics Act (Canada) and the Taxation Act (Canada) will collect and maintain student information. Student records are maintained confidentially in accordance with the Freedom of Information and Protection of Privacy Act.

This policy provides general guidelines for access to confidential student information. In addition, the policy provides recommendations for the protection and security of personal and other sensitive records and information regarding students, in any medium, that are in the custody or under the control of Grande Prairie Regional College.

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### **PREAMBLE**

Personal information records may be in many physical forms such as paper, computer, photos, drawings, social networking, etc. and may be created outside the regular office setting or conveyed through various means of technology to the regular work site.

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### **PROCEDURES/RULES STATEMENT**

1.     Student Information and Records
  - 1.1    The Office of the Registrar will maintain an official academic record for all students attending Grande Prairie Regional College. This record will include personal student information.

- 1.2 Access to confidential student records and information is administered by the Registrar's Office. All institutional personnel should be alert to refer requests for student information to the Office of the Registrar.
- 1.3 Extraordinary requests for student information will be handled by the Registrar or the Information & Privacy Coordinator.

## 2. Access to Confidential Student Records and Information

All requests for information shall be reviewed on a case by case basis. Confidential student information will normally be disclosed as follows.

### 2.1 Student

2.1.1 A student has the right to inspect his/her personal information records and shall be permitted access upon proof of identification. A written request may be required for clarity or where the request is considered to extend beyond routine.

2.1.2 Students' examination of original record documents shall be permitted only under conditions that prevent alteration or mutilation. Students may request a copy of their personal records and may be charged for photocopying costs that exceed \$10.00.

#### 2.1.3 Withholding Information from Students

2.1.3.1. Conditions such as outstanding financial obligations to the institution, failure to return library books or materials, violations of non-academic regulations, or non-payment of the Emergency Student Loan Fund will normally result in withholding official academic records such as transcript, diploma, or certificate from a student.

### 2.2 Student Services Personnel

Student Services personnel act as custodians of students records and, therefore, have full access to all student information; however, access will normally be restricted to the information necessary for the performance of the duties of the employee.

### 2.3 Academic Advisors

Academic advisors will have access to the full and complete academic record and to addresses and telephone information for all students that they advise.

## 2.4 Other Officials of the College

2.4.1 Faculty and Administrative officers of the College who require information to better serve the interest of a student may be permitted access to the student's records as per items 1.2 and 1.3 of this policy.

2.4.1.1. A College chairperson will have access to the full and complete academic record and to addresses and telephone information for all students in the programs administered by that Chairperson.

2.4.1.2. A course instructor will have access to information confirming the student's eligibility for the course (i.e. prerequisite requirements).

## 3. External Access

All requests for information shall be reviewed on a case by case basis.

### 3.1 Parents, Spouse, Guardians

3.1.1 Personal information and academic records will be released to parents, spouse or guardians only with written approval from the student.

3.1.2 The Registrar or other appropriate College official will handle urgent requests for student information based upon an apparent emergency.

### 3.2 Government Agencies

3.2.1 Properly identified representatives from federal, provincial or local government agencies, such as the Ministry of Learning, Statistics Canada, and Public Health Authorities, may be given the following information if expressly requested:

- verification of date of birth,
- program of enrolment,
- dates of enrolment,
- diploma or certificate earned, and honours received.

3.2.2 Requests from a sponsoring agency for student academic records may be honoured with prior approval from the student.

### 3.3 Other Individuals and Organizations

Requests from other individuals and organizations shall be honoured only with prior approval from the student.

#### 4. Research

Information gathered on students may be used for research purposes provided that the data is anonymous. Should a research project require that names be attached to the data, students will be required to complete a Release of Information Form.