

Official Student Record Information Privacy Policy

Policy

OFFICIAL STUDENT RECORD INFORMATION PRIVACY POLICY

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1. Purpose

This document sets out the University's policy on the collection, use and disclosure of the personal information that forms part of the Official Student Record and the personal information collected on prospective applicants and applicants who do not become

law.

General statistical material drawn from academic records that does not disclose the identities of prospective applicants, applicants, students, alumni/ae or former students may be released for research and information purposes authorized by the University.

3. Information Contained in Official Student Records

Official Student Records, in electronic or paper form, contain the following information relating to a student's application, admission, and performance at the University:

(a) personal information (name, address, e-mail address, telephone, date of birth,

- x Faculty(ies)/Schools in which student is/was enrolled, with major field of study
- x Academic or other University honors or distinctions

However, at any time an individual may request that this information cease to be made publicly available by contacting the Office of the Registrar or the Faculty of Graduate Studies, as appropriate, in writing.

(b) Prospective Applicants and Applicants

Prospective Applicants and Applicants may, upon written request, be granted limited access to records containing their personal information in accordance with the Access Procedure set out in Section 6 of the Guidelines on Access. Access will not be provided to records that have been submitted 0.641 0 <-6(i)2h8 0.64066(ni)2.

