



## **CONFIDENTIALITY POLICIES**

### Policy Governing the Release of Student Information:

Policy relating to the release of information pertaining to students registered at Brescia University College is intended to protect each student's right to privacy and confidentiality of his or her record. Brescia University College is committed to keeping a student's record confidential and unavailable to the persons who might use it for illegitimate purposes. All members of the faculty, administration and clerical staff must respect confidential student information which they acquire in the course of their work.

### Disclosure Limitations:

Access to student data is limited to academic and administrative officers of Brescia University College who have a legitimate interest in the information. This includes:

1. Office of the Registrar's staff using the data within the tasks defined by their respective position descriptions.
2. Office of the Principal's staff using the data within the tasks defined by their respective position descriptions.
3. Office of the Dean of Students using the data within the tasks defined by their respective position descriptions.
4. Staff of the Business Office using the data within the tasks defined by their respective positions.
5. Representatives of Dean's offices who require the information in support of academic counselling and adjudication activities. It is recognized that responsibility of counselling and adjudication is frequently assumed at the departmental level. In such cases the chair is functioning as the dean's designate, and the Office of the Registrar will approve the release of academic data to a department on that basis. The Office of the Registrar will not approve the release of student academic data to individual faculty members or departmental support staff unless the individuals are assuming responsibility for academic counselling and adjudication on behalf of the department chair and unless the Dean is aware of those people's activities.

Activities not falling into the areas of academic counselling or adjudication must not be supported by the unilateral release of academic data by any faculty or department. In such cases, the Registrar will assess the requests and, if granted, will take appropriate steps to ensure the

confidentiality of each student's individual record is not violated.

### **Guidelines for Release of Information**

The following guidelines should be followed by faculty members and university officers:

**1. General information** (which can be released in response to specific question, provided that the info code on student file is blank).

- a) Student's name
- b) Student's address and phone number- ONLY if it has been published in the Western Student Directory or shows no flag in the Info Code field on the computer (Student Records System)
- c) Registration - faculty, academic load, degree objective, program, year in program, session
- d) Periods of enrollment

**2. Information for Restricted Release**

- a) Requests for information concerning degree awarded, honors, major field and data should be directed to the Registrar.
- b) Information on visa status should be directed to the Registrar.
- c) Documents and transcripts of the student's records at other educational institutions addressed to Brescia University College are the property of Brescia University College and will not be released to the student concerned or to other persons or organizations external to Brescia University College except under extremely unusual circumstances. The student should request additional copies of such records from the original institution.
- d) Marks/grades of students attending Brescia University College on a Letter of Permission from another university will be forwarded by Western to that institution upon receipt of a written request from the student. Requests by the home institution should be handled at the discretion of the Registrar.
- e) Requests by students for the early release of grades should be referred to the

Registrar.

**3. Information never to be released:**

- a) Birthdate
- b) Social Insurance Number
- c) Marital Status
- d) Student Identification Number
- e) The reason for a seal on a student's record. This will be disclosed only to the student to whom the seal applies by the Office of the Registrar. (This seal prevents issuance of the student's grade report, permit to register, transcript or diploma and the right of further registration).

In case of emergency, i.e. accident, serious illness or death, the Office of the Registrar may, on request, release to appropriate person's information in a student's file.