A. Background and Definitions

On matters related to access to student records, the College is governed by the Freedom of Information and Privacy Act (FIPPA), and the Personal Information Protection and Electronic Documents Act (PIPEDA).

B. Purpose

This policy sets the standards for the confidentiality and access of student information as defined below.

C. Policy Statements

1. Permanent Record: After a student has left the College, the only permanent record that must be maintained is the transcript which will consist of a minimum of:
   a) Student’s full name
   b) Student’s identification number
   c) At least one other source of identification, the social insurance number, date of birth or last permanent address
   d) The cumulative academic record which shall consist of: the course number (including credit value if applicable) and title; the final grade received in each course; the date grade received; graduation status (no entry must be made if the student has not graduated)

2. The transcript shall be maintained for a minimum of 70 years.

3. Current Record: While a student is in attendance at the College, the student’s record shall consist of, as a minimum, the permanent record as described above. Any additional documents may be kept at the College’s discretion.

4. Documents from other institutions, such as secondary school, college or university transcripts, which are submitted to support a student’s application for admission and/or transfer credit will not be certified and released as part of the College record.

5. Each student may, upon request, access his/her own academic record, request its release to a third party, or request a copy of all information of their own file.
6. The College reserves the right to deny release or confirmation of a student’s Academic record who has outstanding debts to the College.

7. Staff and administrative officers of the College who have legitimate requirement for the material of the academic record to complete the work assigned to them by the College will be permitted access to the appropriate files. If there is any question, the request will be referred to the appropriate Director.

8. Government Agencies: Properly identified representatives of federal, provincial or local government agencies, including regional police, OPP and RCMP will be treated as any third party, that student authorization must accompany the request for information. If, the Registrar believes that denial of the information could involve hardship to the student, appropriate details may be released. Typically, this would involve notification of a family death, search for legatees, etc.

9. In the event that a student record is subpoenaed by the Court on behalf of the student, a certified copy of the full student academic record will be offered. Should the academic record be subpoenaed by a party other than that representing the student, a certified copy of the record will be provided to the judge, with an explanation of the College’s reluctance to release a private document without student authorization. The decision to release will then rest with the judge.

10. Researchers: Data from student records may be accessed under conditions that protect the student’s privacy and guarantee the anonymity of the data collected only after approval by the College Research Ethics Board and College President or designate.

D. Related Documents and Links

College Policies:
NC100 FOI – Freedom of Information
NC100 FOI – Protection of Privacy
NC900 Research Ethics Board

College Procedures:
NC800 Request for Student Record

Forms:
Consent to the Release of Information