



EDUCATION POLICY STUDENT RECORDS AND PRIVACY

EFFECTIVE: November 1980
REVISED: June 2011
RELATED POLICIES: [Records Management and Retention](#)

POLICY

The College is bound by Freedom of Information and Protection of Privacy Act (FIPPA) with regards to its collecting, recording, maintaining and accessing information pertaining to student records.

PROCEDURE

1. The College is to collect only that information which is necessary for its administration of students. Similarly, access to this information is protected such that only those persons with a legitimate reason for accessing the information shall be granted access. This may even be restricted to particular information and not the complete file.

The College Registrar is responsible for interpreting the FIPPA legislation (as pertains to student records) to the College community and acts as a resource to all personnel in ensuring compliance with the legislation's provisions.

2. Official transcripts which bear the Registrar's signature and seal are sent only to employers, educational institutions, Ministry of Education, Skills and Training and other authorized agencies, at the student's written request.

Copies of transcripts which do not bear seal will be issued to the student. Transcripts shall be retained in student files permanently.

3. In view of the time required for file searches, service charges will be levied to issue Transcripts and/or re-issue College Certificates and Diplomas. Please refer to the Student Services or to Student Handbook for an up-to-date list of fees.