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LATEST REVIEW: 2005-09-01
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SELKIRK COLLEGE POLICY: 6550 (Old B2003.1)
REFERENCE: PROTECTION OF PRIVACY (old INFORMATION DISCLOSURE)
ADMINISTRATIVE RESPONSIBILITY: PRESIDENT AND FREEDOM OF INFORMATION
AND PROTECTION OF PRIVACY OFFICER

POLICY:

1. **Requests for Information About Students**

In general, all information held by the College about its students as individuals is confidential. Students who are sponsored by outside agencies such as the Human Resources Development B Canada may be required to sign a waiver authorizing the release of information to the sponsor as a precondition of registration. Official transcripts are released only on the written authority of the student concerned, following the payment of the fee established. The Registrar limits statements about students to those contained in the official diplomas and certificates awarded by the institution and to the official transcripts and records of the student's college file.

a. Student Societies

The names and addresses for students enrolled in credit courses may be supplied to the appropriate official student organization, unless students specifically request that their names not be made available. In addition, for purposes of student elections, the Registrar may provide such verification of a signed release form from the student.

b. Notwithstanding the foregoing, instructors, school chairs, department heads, or administrators may provide a personal reference upon the written request of the student.

c. Other Inquiries:

Selkirk College reserves the right to supply information about its students upon request, to the Ministry of Advanced Education and to any other agency or government entitled by statute to receive it. Further, the College may release student information to official bodies for the purpose of research and studies only after the relevant student society or such other successor body has been notified and that individual students have had a reasonable opportunity to request that this information not be made available.

If a sponsoring agency requests release of student information, the instructor must have a signed student release form on file before releasing information.

The administration, after consulting with the student society or such other successor body, must be satisfied that adequate measures have been taken to respect the confidentiality of such information. Within the College, access to student files is restricted. In general, only the Registrar and the Registrar's staff have unrestricted access to all student records. The President, Deans, Counsellors, Department Heads, School Chairs and instructors may have access to the records in the performance of their duties and to the records of students for whom they are responsible.

2. Requests for Information about Employees

In general, information held by the College about its employees as individuals is treated as confidential. As a basic principle, College employees are entitled, upon reasonable notice, to examine their personal personnel files.

The College, through the Office of the President, reserves the right to supply information about its employees to the Ministry of Advanced Education upon request, and to any other agency of government entitled by statute to receive it.

a. Requests for Employment References:

Supervisory personnel may have access to records of employees for whom they are responsible. Similar references may also be supplied by the Director of Human Resources for any member of the College staff, whether or not that person was under his or her direct supervision. In both cases, references will only be supplied upon the written request of the employee concerned. All persons supplying such references are cautioned to ensure that information supplied represents an objective evaluation of the employee in question, and that all reasonable efforts are made to ensure the accuracy and objectivity of any information supplied. All written references will be forwarded to the Director of Human Resources for inclusion in the employee's file.

b. Information Released on the Request of an Employee:

An employee of Selkirk College may request, in writing, that personal information be supplied to an outside agency by the Director of Human Resources. This is done on a routine basis in response to mortgage applications and similar activities. Employees are cautioned that unless they give written clearance prior to an inquiry being made, no information will be released.

3. Requests for Various Types of Institutional Information

The President is responsible for ensuring that all reports required by statute or government regulation are prepared and supplied to those agencies or individuals entitled to receive them. In general, the College Vice President Administration/Finance is responsible for administrative and financial information.

In addition to formal reports there exists a need within the College to disseminate internal information. The Board will determine by regulations the circulation for its documents. The President may also determine the circulation of additional information which he/she believes necessary to the operation of the College. When so determined, the President will inform the Board at its regular monthly meeting.

ADMINISTRATIVE REGULATIONS:

1. The **Human Resources** Department shall advise employees that the examination of their files releases the College of any legal responsibility respecting the breach of confidentiality of the material contained therein as a result of examining the files.
2. The **Human Resources** Department shall note in writing, countersigned by the employee, that the personal file has been examined.

INTERNAL CIRCULATION: 2005-03-20

PRC RECOMMENDATION 2005-08-29

PRESIDENT-S APPROVAL: 2005-09-22

POLICY CIRCULATION: 2005-09-22

2005-08- 29/MP