



SUBJECT	Student Academic Records (Freedom of Information)
<u>BACKGROUND</u>	
Purpose of the Act	
<p>The Freedom of Information and Protection of Individual Privacy Act came into effect on January 1988. The purpose of this legislation is to open a new window on government and to ensure that the privacy of all residents is protected.</p> <p>The Act has two main objectives. First, it provides all persons with a legal right of access to information contained in the records of government ministries, agencies, boards, commissions and corporations. Second, it sets out the standards of privacy protection that must be met by all of these institutions when they collect, use and disclose information of a personal nature.</p> <p>The Act, therefore, provides a balance between allowing the widest possible access to government information and respecting the right of each individual to personal privacy.</p> <p>Information published by Northern College in brochures, information booklets and manuals does not fall under the Act and can be distributed as it has been in the past.</p>	
<u>POLICY</u>	
<p>Information is collected from applicants and students by Northern College under the legal authority of the Ontario Colleges of Applied Arts and Technology Act 2002 and Ontario Regulation 34/03. The information is used for the administration and statistical purposes of the College and/or the ministries and agencies of the Government of Ontario and the Government of Canada.</p> <p>For students, the purpose of the Act is to protect the privacy of individuals with respect to personal information about themselves held by institutions and to provide individuals with a right of access that information. 1987, c. 25, s. 1.</p>	
<u>REFERENCES</u>	
<p>Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Reg. 460 published by the Ministry of the Attorney General.</p> <p>Ministry of Colleges and Universities Act R.S.O. 1980, Chapter 272, S.5, Regulation 640.</p>	

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<p><u>PROCEDURE</u></p> <p>All academic departments shall observe the laws of Freedom of Information. Any requests to release confidential student information shall be made through the Registrar’s Office.</p> <p>Academic records of the students are the property of the College. Students' academic records are considered confidential and will be released to other parties <u>only</u> with the students' written request or consent. It is understood that administrative, Student Services and Registrar’s Office staff have access to student records.</p> <p>A student's right to privacy in relation to his/her records is safeguarded as far as both internal College access and external public access is concerned, excepting members of a police force or sworn peace officers who, in the course of a criminal investigation, complete the form, Release of Information – Legal Authorities, thereby giving the officer access to a student’s record. Other public or legal bodies requesting student information shall be referred to the Office of the Registrar.</p> <p>Faculty, student advisors and administrative staff of the College who have a legitimate requirement for the material of the record, will be permitted access to the appropriate information. If there is a question, the request will be referred to the Registrar.</p> <p>Typically, this “legitimate requirement” includes verification of program requirements, selection committees for student awards, and so on.</p>	

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