

<b>SUBJECT</b>	<b>Student Academic Records (Freedom of Information)</b> Student Academic Records (FOI) #A-18
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**PROCEDURES**

All academic departments shall observe the laws of Freedom of Information and Protection of Privacy Act (FIPPA), last amended April 19, 2021. Any requests to release confidential student information shall be made through the Registrar’s Office. Academic records of the students are the property of the College. Students' academic records are considered confidential and will be released to other parties only with the students' written request or consent. It is understood that administrative, Student Services and Registrar’s Office staff have access to student records.

A student's right to privacy in relation to their 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.

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. Typically, this “legitimate requirement” includes verification of program requirements, selection committees for student awards, and so on. If there is any question, the request will be referred to the Registrar.

**NOTICE OF DISCLOSURE**

- a. Northern College is required to report student-level enrolment-related data to the Ministry of Colleges and Universities under the authority of the Ontario Colleges of Applied Arts and Technology Act, 2002, S.O. 2002, Chapter 8, Schedule F, Section 6. The Ministry collects this data, which includes limited personal information such as Ontario Education Numbers (OEN), student characteristics and educational outcomes, in order to administer government postsecondary funding, policies and programs, including planning, evaluation and monitoring activities.
- b. Further information on the collection and use of student-level enrolment-related data can be obtained from the Ministry of Colleges and Universities website: [www.tcu.gov.ca/eng/](http://www.tcu.gov.ca/eng/) (English) or [www.tcu.gov.on.ca/fre](http://www.tcu.gov.on.ca/fre) (French) or by writing to the Director, Postsecondary Finance and Information Management Branch, Postsecondary Education Division, 16<sup>th</sup> Floor, 315 Front Street West, Toronto, ON M7A 0B8.

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