

Nunavut Arctic College Access to Student Records

POLICY

Nunavut Arctic College protects the privacy of its students.

PRINCIPLES

1. Nunavut Arctic College acknowledges the importance of maintaining student confidentiality.
2. Nunavut Arctic College also supports the right of the student to have access to the information on his/her file.

PROCEDURES

1. The student file shall contain the student's complete program application documents, grades and transcripts, and may contain other pertinent documents such as class records, contracts, correspondence and progress reports.
2. The official record for each student shall be maintained by the Registrar or designate.
3. Every student may personally examine his or her student file and insert written material which addresses the record.
4. The following staff may have access to a student's file without written permission:
 - a. Program manager or designate
 - b. Registrar or designate
 - c. Student Records Officer
 - d. Director of Student Services or designate
 - e. Dean or designate
 - f. President
 - g. Bursar or designate
 - h. Nunavut Arctic College auditors with Bursar or designate approval

This information may not be used for purposes other than those related to academic matters, and / or student services.

5. All student files must remain in the Registrar's office and/or designated administrative area.
6. No information in a student's file may be released to an individual or organization other than those listed in #4 above without the written authorization of the student. A standardized release form will be used at all Nunavut Arctic College campuses [see Appendix C.41].
7. All information documents placed in a student's file must be processed by the Registrar.

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Academic Matters

Nunavut Arctic College

8. When a student's file is inactive, after five [5] years, the Registrar will arrange for all non-academic and non-credit documents to be removed and destroyed.
9. Contact information concerning graduates may be released to potential employers providing a waiver has been signed by the student.

RELEASE OF INFORMATION

CONFIDENTIAL RELEASE FORM

This is your authority to release all confidential information regarding my Program progress, results or attendance to:

Student Signature

Date

In order to provide assistance to get messages from home and to get required medical and social services, please sign this release of information which will provide the agencies listed below with your name, address and phone number while at Nunavut Arctic College.

R.C.M.Police _____

Health and Social Services Dept. _____

Other [please specify _____

NAME: _____

ADDRESS: _____

PHONE No.: _____

SAMPLE
WAIVER LETTER

STUDENT NAME:
PROGRAM:

STUDENT NUMBER:

From time to time Nunavut Arctic College receives requests from outside agencies to supply specific information on graduates from its programs. This information may be for statistical purposes or may aid in identifying potential employment opportunities for the graduates. The information is usually general in nature and would consist of the graduate's name, address, program they took and the years when the studies were undertaken. It may also cover their current employment status.

Additionally, the College often has a need to use photographs of current students and graduates in its promotional materials.

By signing the attached waiver, you are giving permission for Nunavut Arctic College to share this information with others. Please note that information which is sensitive and of a highly personal nature will not be shared without your prior knowledge and then only with your specific written agreement.

Waiver

I consent to the sharing of data concerning my graduation and employment and to the use of any photographs or other images in promotional materials as Nunavut Arctic College may consider prudent.

Student

Date