

<b>Policy Title</b>	Student Record Policy
<b>Policy Holder</b>	Registrar
<b>Policy Approver(s)</b>	Senior Team
<b>Related Policies</b>	1-1-02 Freedom of Information and Protection of Privacy 1-1-04 Records Retention
<b>Related Procedures</b>	
<b>Appendices</b>	
<b>Storage Location</b>	Website - <a href="https://www.confederationcollege.ca/policies-and-procedures">https://www.confederationcollege.ca/policies-and-procedures</a>
<b>Effective Date</b>	2023-07-10
<b>Next Review Date</b>	2026-07-10

## Purpose

To protect and manage the personal information of all students as directed by the Freedom of Information and Protection of Privacy Act, 1987, Province of Ontario (FIPPA).

## Scope

This policy applies to all students authorizing access to their records.

## Definitions

Student Record	Collection of information submitted in support of a student’s admission to the College to which is added the student’s academic history while a student at the College.
Student	Any person who is currently enrolled in a course or program at Confederation College; who has confirmed enrolment for a program of study; or who was enrolled in a course or program at the College.
Permanent Record	The permanent record may include the following information if provided, student’s full legal name, including previous name; student I.D. number as assigned by the College; Social Insurance Number; Ontario Education Number; and date of birth.
Academic Record	The academic record can consist of the following, final transcript, academic plans, graduation status, evaluations related to clinicals
Transcript	The transcript may consist of the following information, course number hours and title of course(s) in which the student registered, program where applicable; final grade in each course; term Grade Point Average (G.P.A.) and cumulative G.P.A. where applicable; graduation status and date.

## Governing Laws and Regulations

Ministry of Colleges and Universities – Governance and Accountability Framework

## Policy Statements

### Retention of Records – Rationale

1. The Ministry of Colleges and Universities (MCU) provides no policies regarding the retention of records. Under the Freedom of Information and the Protection of Privacy Act, personal records must be retained as active files for a minimum of one year following last academic activity. A retention schedule of 55 years is consistent with legislation governing Ontario’s secondary schools.
2. The data used in the student records, established and held by the Registrar’s Office and academic departments are subject to the principles of confidentiality, Freedom of Information and Protection of Privacy Act (FIPPA).

## Non-Compliance

It is the joint responsibility of the Registrar and Dean to ensure that the guidelines contained in this policy are followed and adhered to in order to effectively and efficiently support student focused learning objectives. Lack of compliance will result in delays in academic operations and student success.

## Revision History

Version	Change	Author	Date of Change
	New format	Richard Gemmill	2023-04-18
v2023-05-25	Update scope (as per May 15, 2023 Policy mtg)	Richard Gemmill	2023-05-25