



POLICY AND PROCEDURE STATEMENT

SUBJECT: Confidentiality of Personal Information and Records of Applicants and Students	CATEGORY: Student Services	NO. 1204
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PREAMBLE

Saskatchewan Polytechnic is committed to protecting the confidential student records of applicants and students and to providing guidelines for access to and/or the use of student record information.

POLICY

Saskatchewan Polytechnic will protect personal and confidential information obtained from applicants and students in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)* (<http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/L27-1.pdf>).

Protection of Personal Information

- The personal information of prospective, current or past Saskatchewan Polytechnic students is subject to confidentiality and privacy protections. Saskatchewan Polytechnic will strive to ensure that access to this information is provided only to Saskatchewan Polytechnic employees who need it, to a limited list of third parties who work with Saskatchewan Polytechnic to provide programs and services, and to those who make proper requests for the information and who are entitled to see it pursuant to applicable legislation. Appropriate safeguards will be utilized to ensure that personal information is kept safe from improper or unauthorized access or use.

Access to Information

- Saskatchewan Polytechnic's access to information processes are outlined in its *Freedom of Information Statement* (<http://saskpolytech.ca/about/about-us/freedom-of-information.aspx>).
- Subject to any exceptions or restrictions imposed by LAFOIP, Saskatchewan Polytechnic will grant an individual access to his or her own personal and confidential information upon receipt of a written

Approved by: President & CEO	Sponsored by: AVP, Student Services	Current Issue Date: April 2, 2015	Page 1 of 4 #1204
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request from that individual. Access to information may be declined or restricted access granted if Saskatchewan Polytechnic determines that any provision contained within the Act is applicable.

- Third party access requests may be granted in appropriate cases, as outlined in Saskatchewan Polytechnic's Privacy Statement (<http://saskpolytech.ca/privacy.aspx>).

Authorized, Justified or Legally Required Release

- Saskatchewan Polytechnic will release an individual's personal information to a third party upon receipt of a specific written authorization by the individual.
- Saskatchewan Polytechnic will release personal information in response to a Court Order or formal legal or public investigation.
- Saskatchewan Polytechnic will release information to appropriate emergency contacts in the event of an emergency or a safety or security threat to any individual.
- Saskatchewan Polytechnic may release certain information to government departments for the purposes of statistical analysis and research. Saskatchewan Polytechnic will ensure that information confidentiality will be de-personalized and/or protected to the fullest extent possible.
- Saskatchewan Polytechnic may release information in other situations that are specifically permitted by LAFOIP.

PROCEDURES

1.0 Student Access and Release

- 1.1 Saskatchewan Polytechnic's access to information processes are outlined in its Freedom of Information Statement.
- 1.2 In most instances, students have the right to review their academic, medical, personal, financial and counselling records in the presence of an appropriate Saskatchewan Polytechnic employee. Students also have access to some of their academic and financial information through password protected technology. Copy and release of information will require a written request to Saskatchewan Polytechnic's privacy head at privacyhead@saskpolytech.ca.
- 1.3 Upon written request to registration services, students may request that copies of their official student record be forwarded to themselves or to a third party or parties¹.
- 1.4 Access to information may be declined, or granted on a restricted basis if Saskatchewan Polytechnic determines that one of the exceptions included in LAFOIP is applicable. In such instances, Saskatchewan Polytechnic will advise the applicant of its decision to withhold

¹ Third Party means any individual or organization who is not the identified student or Saskatchewan Polytechnic.

Approved by: President & CEO	Sponsored by: AVP, Student Services	Current Issue Date: April 2, 2015	Page 2 of 4 #1204
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some or all of the information requested, and the applicant may seek a review of its decision by the Saskatchewan Information and Privacy Commissioner (<http://www.oipc.sk.ca>).

2.0 Third Party Access and Release

- 2.1 Saskatchewan Polytechnic will release a student's personal or confidential information (including application, registration, academic, attendance, equity or financial information) to specifically approved third party recipients where that student has completed a Consent to Release or Obtain Information Form (<http://saskpolytech.ca/admissions/resources/documents/consent-to-release-or-obtain-information-form.pdf>).
- 2.2 Saskatchewan Polytechnic is required by LAFOIP to consider third party requests for access to information. Third party requests will be considered upon application made pursuant to Saskatchewan Polytechnic's access to information processes, which are outlined in its Freedom of Information Statement.
- 2.3 When a third party has requested access to an individual's personal information, and if the information cannot be provided in "de-identified form," Saskatchewan Polytechnic will inform the affected individual, who will have an opportunity to object before any such information is released.
- 2.4 Third parties who are granted only partial access to requested information, or whose access requests are declined may seek a review of Saskatchewan Polytechnic's decision by the Saskatchewan Information and Privacy Commissioner.
- 2.5 In administering and delivering government programs, Saskatchewan Polytechnic will share student information of those students who are sponsored or registered with the Canada-Saskatchewan Career and Employment Services (CSCES) and/or regional colleges. This will include, but will not be limited to, application, academic achievement, attendance record, performance and financial information. Consent to release of student information will be implied from a student's participation in such programs.
- 2.6 In an emergency situation, a Saskatchewan Polytechnic employee who has responsibility for the security and confidentiality of personal student information may deem it necessary to release the information. In such an event, the employee will document the release of information in the student's official record.

3.0 Saskatchewan Polytechnic Employee Access

- 3.1 Student records and information will be released to Saskatchewan Polytechnic employees who, through their professional responsibilities, and through the performance of their assigned duties, require access to student records and information. Access to such information is at the discretion of the department, division, school or program manager responsible for the records and information.

Approved by: President & CEO	Sponsored by: AVP, Student Services	Current Issue Date: April 2, 2015	Page 3 of 4 #1204
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4.0 Inquiry

- 4.1 In circumstances where this policy is insufficient to decide if personal information will be accessed or released, an application for request of information may be made, along with the applicable fee, to the Saskatchewan Polytechnic privacy head in accordance with the procedures found in its Freedom of Information Statement.
- 4.2 All inquiries about this policy can be directed to the office of the associate vice-president student services or the Saskatchewan Polytechnic privacy head.

RELATED POLICIES/DOCUMENTS

Saskatchewan Polytechnic's Privacy Statement
Saskatchewan Polytechnic's Freedom of Information Statement

APPLICABLE LEGISLATION OR REGULATIONS

The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)

AMENDMENT HISTORY

1. Original issue date: September 23, 1994
2. Revision dates: January 5, 2010
April 2, 2015
3. Scheduled review date: April 2, 2020

Approved by: President & CEO	Sponsored by: AVP, Student Services	Current Issue Date: April 2, 2015	Page 4 of 4 #1204
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