
Type:	C - Institutional	Last Approved:	
Executive Responsibility:	Executive Director, Student Services	Next Review:	
Administrative Responsibility:	Executive Director, Student services	Policy:	XX.xx

Definitions:

Confidential Documents – the documents or elements of documents that are classified as confidential may include:

1. The application form – those elements giving education background.
2. Pre-admission counseling reports and recommendations.
3. The Statistical data form.
4. The Cumulative transcript.
5. Academic records and transcripts issued by other institutions.
6. Petitions appealing grades, admission, or other college policies.
7. Correspondence of a personal nature regarding withdrawal, illness, etc.
8. The results of placement tests.
9. Class lists with grades recorded.
10. Semester and home addresses and phone numbers.
11. Current course and program data.
12. Online records including email communication.
13. Application for Homestay Placements.
14. Domestic Students wishing to participate in Education Abroad opportunities.

Release of Information:

The foregoing documents or records are to be released only on written instructions from the student concerned, with the following exceptions:

1. To Faculty: Those record elements which may, upon request and approval by the Executive Director Student Services and/or the Registrar and Director, Enrolment Services, be released to faculty, advisors, or counselors without reference to the Registration Centre or the student, are as follows:
 - 1.1 The application form and supporting documents.
 - 1.2 Semester address and phone number.
 - 1.3 Grades.
 - 1.4 The Cumulative transcript (if applicable).
 - 1.5 The results of placement tests.

2. To Law Enforcement Officers: When a law enforcement officer, such as an officer of the RCMP or Sheriff's office request information, the Executive Director, Student Services or Registrar or designate will determine the purpose of the request and make a decision as to what, if any, information will be given. No information will be given by telephone except on a callback basis.
3. To Government Departments : (and agencies contracted by government departments): For cumulative statistical analysis and research purposes, release of information will be determined by the Executive Director, Student Services on an individual project basis.
4. To Students: Upon signing the Application Form, students agree to terms of collection, use, and disclosure of personal information.

Emergencies:

Enquiries that are classified as emergency messages, such as urgent family matters, sickness or accidents, are to be given priority. The Office of the Registrar will attempt to relay emergency messages to students without delay.

end of document

Note: Release of confidential documentation re social media/email is covered under a separate policy, currently under development.