

2.5.2 Student Records

Preface:

- A.1 Data collected on students is limited to that required for identification, communication, assistance in the educational and personal development of the student, and completion of reports for the Provincial and Federal governments and includes formative evaluation data compiled by instructors prior to submission to the Registrar of summative results.
- A.2 The student record is considered to be confidential and the Registrar will not release information from it without the student's written consent except under the conditions contained within these procedures and the *Freedom of Information & Protection of Privacy Act*.
- A.3 With prior arrangements made with the Registrar, the student may review the contents of his/her individual student record held by the Registrar with the exception of letters of reference and confidential medical statements. Formative evaluation data held by the instructor may be reviewed by the student on arrangement with the instructor prior to the instructor forwarding the summative evaluation results to the Registrar.

Procedures:

- B.1 The Admissions/Registrations Department personnel shall be responsible for the maintenance and security of student records.
- B.2 Specific statistical information from the student records database will be available to designated college personnel and released for planning, budgeting, educational, and administrative purposes. All employees are expected to respect the confidentiality of the student record information with which they work.
- B.3 Information may also be released by the Freedom of Information Officer, in compliance with a judicial order or subpoena, or as required by federal or provincial legislation.
- B.4 The Freedom of Information Officer may authorize release information in an emergency, or if the knowledge of that information is required to protect the health or safety of the student or other persons as per legislation.
- B.5 Student statistical data will be issued to the President of the formally established executive of College of the Rockies Student Association, for the specific purposes approved by the Registrar.
- B.6 Research**
- B.6.1 Information may be released to satisfy the data requirements of research studies being conducted by Federal and Provincial ministries or agencies. The College remains the proprietor of the data and when released will be done so in a manner that will protect the identity of individual students.

2 - Student Affairs/Records
2.5.2 Confidentiality of Student Records

- B.6.1.1 Independent research project data may be released only upon submission to and approval of the College's Ethics Committee, as per policy and procedure *6.1.4 Ethics in Scholastic Activities*.
- B.6.1.2 Institutional Research and statistical data involving internal research for administrative purposes, shall be released in summary format with all personal identifiers removed,
- B.6.1.3 Statistical information may be released to Federal or Provincial ministries or agencies only where a written agreement is in place authorizing the release of information and detailing the information to be released, its use, and restricted access.

B.7 Transcripts

- B.7.1 Unofficial transcript and student grade information is available to the student/former student through the Student Records electronic database (AccessCOTR).
- B.7.2 Official transcripts bearing the Registrar's seal and signature are issued upon receipt of a Request for Transcript form signed by the student and payment of the approved fee.

The transcript may be sent directly to a designated employer or institution or issued to the student in a sealed envelope which may be enclosed with other materials being sent to employers, educational institutions, etc. The transcript may not be considered valid if the envelope seal is broken before reaching the designated institution or employer.
- B.7.3 The Registrar shall implement security measures deemed necessary in an effort to protect the legitimacy of official College documents.

B.8 Third Party Requests

- B.8.1 All third party requests for information, with the exception of those involving receipt of the College's Voluntary Self Disclosure Form, will be processed through the FOI Officer as required by the BC Freedom of Information & Protection of Privacy Act.
- B.8.2 Except as provided, or where the student has signed an agreement with a third party of which one of the conditions is access to the student record (e.g., financial aid), the written consent of the student is required before the information concerning him/her may be released. This restriction includes requests from parents, spouses, credit bureaus, police, lawyers, etc.
- B.8.3 Specific information may be released to agencies or employers that are on record at the College as having sponsored the student, upon receipt of a Voluntary Self-Disclosure Form signed by the student.

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| Amendment: (2) April 2011 | 3.4.1 Freedom of Information & Protection of Privacy 6.1.4 Ethics in Scholastic Activities | | |
| Manager Approval: Original signed by Doris Silva | Title: Registrar | Date: May 2011 | |
| Manager Approval: Original signed by Shahida Rashid | Title: FOI Officer | Date: May 2011 | |
| College Approval: Original signed by Nick Rubidge | Title: President & CEO | Date: May 2011 | |