



## **Nova Scotia College of Art and Design Policy on Release of Student Information**

The following policy on the release of student information has been approved by the Board of Governors and the Student Union of the Nova Scotia College of Art and Design. This policy is intended to reflect a reasonable balance between the obligation of the College for the welfare and privacy of its students, and its overall responsibility to society. Transcripts of educational records contain only information about academic status. Disciplinary action which affects a student's eligibility to register is recorded on the transcript in a generic way.

NSCAD respects privacy rights and maintains strict confidentiality of the student's records and personal information. All members of faculty, administration and staff are required by the university to respect and safeguard confidential information. The College is compliant with Nova Scotia provincial legislation regarding responsibilities of public bodies under the *Freedom of Information and Protection of Privacy Act (F.O.I.P.O.P.)* A complete copy of the Act can be found at <http://www.gov.ns.ca/legislature/legc/statutes/freedom.htm>

### Disclosure to the Student

a) Students have the right to inspect their academic record in the presence of a staff member from the Dean's Office or from the Office of Student and Academic Services.

### Disclosure to Faculty and Administrative Members of the College

a) Student information is used only for the purpose(s) for which it was collected. Faculty may have access to a student's permanent academic record in the presence of a staff member from the Dean's Office or from the Office of Student and Academic Services.

b) The contents of a student's official file will not be sent outside the Office of Student and Academic Services except in circumstances specifically authorized by the Registrar or designate.

### Disclosure to Third Parties

a) Student transcripts, grade reports, and contact information will not be released to third parties (including a parent, spouse, credit bureaus) without the prior written approval of the student.

b) The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The Maritime Provinces Higher Education Commission (MPHEC) collects data on behalf of Statistics Canada. Every student who registers at NSCAD University is required to complete a Student Information Sheet that includes the information that NSCAD is required to provide to MPHEC on behalf of Statistics Canada. Students who do not wish to have their information used may request Statistics Canada to remove their identifying information from the national student database. Information on Statistics Canada is available at <http://www.statscan.ca>.

In addition, student information may be disclosed without written permission of the student, in accordance with the FOIPOP Act for the purpose of:

c) Student information will be released in complying with a subpoena, warrant, summons, or order issued or made by a court, person or body with jurisdiction to compel the production of the information.

d) Necessary information may be released without student consent in the event of an emergency, if the knowledge of that information is required to protect the health or safety of the student or other persons. Such request should be directed to the Registrar or designate.

e) Other than the above situation, information on students will be released to third parties only at the written request of the student, or where the student has signed an agreement with a third party (e.g. financial aid) one of the conditions of which is access to her/his record. Access to student information will therefore be available to official collection agencies designated by the Attorney General of Canada to assist with the collection of outstanding debts to the Canada Student Loan Plan in accordance with federal legislation.

#### Disclosure to Student Union and Alumni Association

a) The student's name, contact information and birth date will be released to the Student Union (SUNSCAD) for the purpose of administering the student health insurance plan. SUNSCAD is compliant with FOIPOP and the student union representatives must sign a confidentiality agreement provided by the Office of Academic Affairs and Research.

b) NSCAD provides annually the names and contact information of all students who graduate that year to the Office of University Relations. Graduate who do not wish to receive information from NSCAD University should contact the Office of University Relations. Written consent of the student is required prior to publishing graduation information such as the student's name and degree

achieved. The student can choose to agree to publish his/her graduation information (name and degree) on the *Application to Graduate* form.

Once this information is in the hands of the Office of University Relations and the Student Union, it is their responsibility to protect the information according to the existing provincial and federal legislation relating to the protection of personal information.

**Approved January 2010**