

Access to Learner Personal Records

Approval Authority: Provost

Established On: July 4, 2023

Amendments: June 25, 2026

Category: Academic

1. POLICY STATEMENT

This policy and procedure govern user access to the confidential learner records held by the Registrar's Office at NOSM University.

2. SCOPE

The policy applies to all faculty, staff, learners, and external interest holders.

Access to records retained by Registrar's Office at NOSM University is governed by the ***Freedom of Information and Protection of Privacy Act (FIPPA)***. Under this Act, disclosure of personal information is prohibited to everyone except the person to whom it relates unless the Act specifically permits otherwise.

The information in learner records generally falls into the category of personal information, thus the Registrar must ensure that these records receive the full protection to which they are entitled under FIPPA.

At the discretion of the Registrar, access to individual learner records will be granted to staff, faculty, or external interest holders of NOSM University who, in accordance with section 42(1)(d) of FIPPA, "needs the record in the performance of their duties and where disclosure is necessary and proper in the discharge of the institution's functions."

Current and former learners may have access to their own records at any time and can request to view any of their personal documents held by the Registrar's Office by emailing registrar@nosm.ca

Access will be granted primarily via the paper and/or electronic copies stored in the Registrar's Office

These guidelines pertain to learner personal information regardless of where, and in what medium, it resides.

3.0 DEFINITIONS

The official learner personal record consists of the following information relating to a learner's admission to and academic performance at NOSM University:

3.1 Permanent Information

- 3.1.1 Personal information which is required in the administration of official academic enrollment such as name, student number, self-identification in equity seeking groups, proof of indigenous or francophone identity, citizenship, social insurance number.

3.1.2 Registration and enrolment documentation such as but not limited to:

- Program, year level,
- Letters of Enrolment,
- Letters of Good Standing,
- Criminal Records Checks and Disclosures,
- Legal Name Change Documentation, ,
- Academic Record (grades for each course and academic period).

4.0 PROCEDURES

Any request for access to learner records should be sent directly via email to the Registrar's Office at registrar@nosm.ca

The level of access will be at the discretion of the Registrar and in consultation with the academic program as needed and will be based primarily on the role and relationship to NOSM University of the individual or group requesting access.

4.1 Official University Transcripts and degree or certificate parchments will be distributed at the discretion of the Registrar.

4.2 External Interest holders

4.2.1 Access will be provided on a case by case basis.

4.2.2 Examples of data could include, but are not limited to: learner name, year of study, campus location, NOSM University e-mail address, immunization records, performance data for research purposes only. *UME student data release for research must follow the Policy on "Requests for NOSM University MD program assessment data for research purposes"

5.0 INTERPRETATION

Queries regarding interpretations of this document should be directed to: The University Register at registrar@nosm.ca

6.0 RELATED DOCUMENTS

- Records Retention Policy
- Requests for NOSM University MD program assessment data for research purposes

AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this policy:

- a. Approving Authority: Provost
- b. Responsible Officer: Registrar
- c. Procedural Authority: Registrar
- d. Procedural Officer: University Registrar

Review and Revision History

Review Period: Annually

Date for Next Review: 2027 06 25