

Policy on Access to Student Personal Records

Approval Authority: Provost

Established On: 2023-07-04

Amendments: n/a

Category: Academic

1.0 POLICY STATEMENT

This document explains the policy and procedures regarding user access to the confidential student personal records stored by the Registrar's Office at the NOSM University.

2.0 SCOPE

The policy applies to all faculty, staff, students, and external stakeholders.

Access to records retained by the 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 student records generally falls into the category of personal information, so school officers 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 student records will be given to a staff, faculty member, or external stakeholder 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 students 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 primarily via the paper and/or electronic copies stored in the Registrar's Office

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

3.0 DEFINITIONS

The official student personal record consists of the following information relating to a student'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 student academic enrollment such as name, student number, citizenship, social insurance number.
- 3.1.2 Registration and enrolment information (i.e., Letters of Enrolment, Letters of Good Standing, Criminal Records Checks and Disclosures, WSIB Forms, Basic Life Saving Certificate, Conditions of Acceptance Letter, Financial Sponsorship Letters).
- 3.1.3 Results for each course and academic period.

3.2 Information used during the period of enrolment

- 3.2.1 Attendance record of student including Leave of Absence Forms
- 3.2.2 Medical information relevant to a student's academic performance which has been furnished at the request or with the consent of the student concerned (i.e., Immunization Forms, Records, and further tests).
- 3.2.3 Personal and biographical information such as postal address, email address, and telephone number.
- 3.2.4 Student specific email correspondence
- 3.2.5 Final student grades

4.0 PROCEDURES

Any request for access to student 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 as needed and be based primarily on the role and relationship to NOSM University of the individual or group requesting access.

4.1 Official School Transcripts and Doctor of Medicine degree's will be distributed at the discretion of the Registrar

4.2 External Stakeholders

4.3 Access will be provided on a case-by-case basis.

4.4 Examples of data could include, but are not limited to: student name, year of study, campus location, NOSM University e-mail address, immunization records, student performance data for research purposes only as per Policy "Requests for NOSM University MD program assessment data for research purposes"

5.0 INTERPRETATION

Questions of interpretation or application of this policy or its procedures will be referred to the

- Registrar: 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: 2024 03 20

