



CONFIDENTIALITY AND PRIVACY OF STUDENT RECORDS

Employees Covered:	All employees	Approved:	October 2012
Subject:	Confidentiality and privacy of student records	Authorized:	Alexis Manley, Registrar

Introduction

The Office of the Registrar maintains control of all student records.

Policy

The CBU Academic Calendar and this policy provide for the strict security of student records and every caution is taken to ensure confidentiality and privacy, and will be consistent with the provisions of the CBU Academic Calendar and the *Nova Scotia Freedom of Information and Protection of Privacy Act (Act)*. All employees of CBU have the duty to respect and maintain confidentiality and privacy of all student records.

Confidentiality: Academic and personal information is not to be divulged to anyone other than the persons entitled and authorized to receive such information, unless the student provides express and written permission to do so.

Privacy: Access and viewing of student information, whether in electronic or paper form, is permitted only for the performance of duties at Cape Breton University. All other access, including viewing, is prohibited even where there is no intention to share or discuss the information with a third party.

Confidentiality and privacy relates to all information in student files including, but not limited to:

- Academic information including high school transcripts, any information included on the student's transcript, academic references, and test scores;
- Personal information including address/phone numbers, personal references, resumes, application essays, financial information, and medical information, and any other personal information as outlined in the *Act*.

Any employee who has any question about confidentiality and/or privacy, including whether information may be viewed or released, will contact the Registrar for clarification prior to viewing or release.

Violation of this policy may lead to disciplinary action, up to and including termination.

Exceptions:

This policy does not apply to:

- material that is a matter of public record (for example, awarding of a degree); the access and viewing of information required in the performance of an employee's authorized job duties;
- the normal and authorized release of information to agencies (such as completion and transmission of forms through the Nova Scotia Student Loan Program);
- release of information that has been authorized, in writing, by the student;
- Access or release as authorized under the *Act*.

Procedures

1. Staff training: All employees will be informed of this policy and its implications, and documentation of such training will occur. Refresher training will occur in every five (5) year period. New employees will be informed of this policy and its implications during their departmental orientation.

2. Safeguards: all employees given access to RADAR will select a password, and will abide with security provisions outlined in University Computer Usage policies.

3. Complaints: An individual who feels there has been a breach of this policy will be directed to the Registrar who will be responsible for initiating an inquiry regarding the circumstances and legitimacy of the complaint.

Approved:	2012
Revised:	2017