

Confidentiality Guidelines - Student Information

Douglas College Administrators, Staff and Faculty, including any contract faculty, auxiliary staff and contract employees.

Handling and Security of Student Information

Douglas College is governed by the Freedom of Information and Protection of Privacy Act of British Columbia. All employees with access to student records are responsible for maintaining the integrity and the confidentiality of those records.

College employees who have access to student information are required to abide by this policy and:

- Not to make use of or permit unauthorized access to student information. Employees may only review information which is required in the performance of their assigned duties, unless otherwise authorized by the student.
- Not to release confidential information to any person except in accordance with allowances under the Act. This includes personal information such as registration status, address, phone number, birth date, grades etc. Any third party requesting information (police, legal representatives), should be directed to the student or may be referred to the Registrar's Office. Any employee requiring assistance should contact the Director, Learning Resources, the Freedom of Information and Protection of Privacy Officer for the College.
- Not to make personal use of confidential information which has come to them in the conduct of their College duties. This includes development or sale of mailing lists.
- Not to remove or alter any official record except in performance of their duties. This includes both the paper and electronic versions of the records.
- To report any real or suspected violation of the integrity or confidentiality of the records to the Director of Learning Resources and the Registrar.
- To report any requests to breach this policy to the Director of Learning Resources.

Please sign the statement below and keep a copy for your records. This document will be retained in your personnel file.

I have read and understand these Guidelines.

Name _____ Signature _____

Position _____ Division _____