



PACIFIC COAST UNIVERSITY
FOR WORKPLACE HEALTH SCIENCES

Confidentiality and Security of Student Records - Policy 190

Policy Statement

Pacific Coast University for Workplace Health Science will collect student information and student records will be maintained and managed confidentially in accordance with the University's Privacy Policy.

This policy provides directives for access to confidential student information. In addition, the policy provides requirements for the protection and security of personal and other sensitive records and information regarding students, in any medium, that are in the custody or under the control of the University.

Related Policy

Privacy

Definitions

University means Pacific Coast University for Workplace Health Science, a corporation established under the Act.

Procedures

The Registrar will maintain an official academic record for all students applying to and enrolled at the University. This record will include confidential student personal information.

The Registrar will administer access to confidential student records and information. All institutional personnel should be alerted to refer requests for student information to the Registrar.

The Registrar will disclose confidential student information based on the following principles:

- A student has the right to inspect his/her personal information records and shall be permitted access upon proof of identification. The Registrar may require the request in writing for clarity or where the Registrar considers the request to extend beyond routine.
- The Registrar will permit students' examination of original record documents only under conditions that prevent alteration or mutilation. Students may request a copy of their personal records and the Registrar may charge for photocopying costs.
- Conditions such as outstanding financial obligations to the institution, failure to return library books or materials, or violations of academic or non-academic regulations, will normally result in the Registrar withholding official academic records such as transcript, diploma, or certificate from a student.
- Student Services personnel act as custodians of students records and therefore, have full access to all student information; however, the Registrar will restrict access to the information normally necessary for the performance of the employee's duties.
- The Registrar may permit access to the student records by faculty members and administrative officers of the College who require information to better serve the interest of a student upon request.
- The Registrar may release personal information and academic records to parents, spouses or guardians with written approval from the student.



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The Registrar may provide the following information to properly identified representatives from federal, provincial or local government agencies, such as the Police and Public Health Authorities, if expressly requested:

- verification of date of birth,
- verification of program of enrollment,
- dates of enrollment.

The Registrar may honor requests from a sponsoring agency for student academic records with prior approval from the student.

The Registrar will handle extraordinary requests for student information including apparent emergencies on a case by case basis.

Members of the University Community with cause for concern are referred to the Code of Conduct Policy in this manual.

Approved by: Board of Governors, March 27, 2012

Responsibility: Registrar

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