



<b>SUBJECT:</b>  Confidentiality of Personal Information and Records of Applicants and Students	<b>CATEGORY:</b>  Academic – Student Affairs and Services	<b>NO.</b>  A-2.3
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**PREAMBLE**

SIAS is committed to protecting the confidential student records of applicants and students and to providing guidelines for access to and/or the use of student record information.

**POLICY**

SIAS will protect personal and confidential information obtained from applicants and students in accordance with [The Local Authority Freedom of Information and Protection of Privacy Act \(LAFOIP\)](#) (<http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/L27-1.pdf>).

**Protection of Personal Information**

- The personal information of prospective, current or past SIAS students is subject to confidentiality and privacy protections. SIAS will strive to ensure that access to this information is provided only to SIAS employees who need it, to a limited list of third parties who work with SIAS to provide programs and services, and to those who make proper requests for the information and who are entitled to see it pursuant to applicable legislation. Appropriate safeguards will be utilized to ensure that personal information is kept safe from improper or unauthorized access or use.

**Access to Information**

- SIAS’s access to information processes are outlined in SIAS’s [Freedom of Information Statement](#) ([http://www.sias.sk.ca/about/policies\\_procedures/foi.shtml](http://www.sias.sk.ca/about/policies_procedures/foi.shtml)).
- Subject to any exceptions or restrictions imposed by LAFOIP, SIAS will grant an individual access to his or her own personal and confidential information upon receipt of a written request from that individual. Access to information may be declined or restricted access granted if SIAS determines that any provision contained within the Act is applicable.

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- Third party access requests may be granted in appropriate cases, as outlined in SIAST's Privacy Statement (<http://www.gosiaast.com/privacy.shtml>).

### **Authorized, Justified or Legally Required Release**

- SIAST will release an individual's personal information to a third party upon receipt of a specific written authorization by the individual.
- SIAST will release personal information in response to a Court Order or formal legal or public investigation.
- SIAST will release information to appropriate emergency contacts in the event of an emergency or a safety or security threat to any individual.
- SIAST may release certain information to government departments for the purposes of statistical analysis and research. SIAST will ensure that the information's confidentiality will be de-personalized and/or protected to the fullest extent possible.
- SIAST may release information in other situations that are specifically permitted by LAFOIP.

## **PROCEDURES**

### **1.0 Student Access and Release**

- 1.1 SIAST's access to information processes are outlined in SIAST's Freedom of Information Statement.
- 1.2 In most instances, students have the right to review their academic, medical, personal, financial and counselling records in the presence of an appropriate SIAST employee. Students also have access to some of their academic and financial information through password protected technology. Copy and release of information will require a written request to SIAST's privacy head at [privacyhead@siaast.sk.ca](mailto:privacyhead@siaast.sk.ca).
- 1.3 Upon written request to registration services students may request that copies of their official student record be forwarded to themselves or to a third party or parties<sup>1</sup>.
- 1.4 Access to information may be declined, or granted on a restricted basis if SIAST determines that one of the exceptions included in LAFOIP is applicable. In such instances, SIAST will advise the applicant of its decision to withhold some or all of the information requested, and the applicant may seek a review of SIAST's decision by the Saskatchewan Information and Privacy Commissioner (<http://www.oipc.sk.ca>).

<sup>1</sup> Third Party means any individual or organization who is not the identified student or SIAST.

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## 2.0 Third Party Access and Release

- 2.1 SIAST will release a student's personal or confidential information (including application, registration, academic, attendance, equity or financial information) to specifically approved third party recipients where that student has completed a Consent to Release Information Form ([http://www.gosiast.com/admissions/info\\_consent.shtml](http://www.gosiast.com/admissions/info_consent.shtml)).
- 2.2 SIAST is required by LAFOIP to consider third party requests for access to information. Third party requests will be considered upon application made pursuant to SIAST's access to information processes, which are outlined in SIAST's Freedom of Information Statement.
- 2.3 When a third party has requested access to an individual's personal information, and if the information cannot be provided in "de-identified form," SIAST will inform the affected individual, who will have an opportunity to object before any such information is released.
- 2.4 Third parties who are granted only partial access to requested information, or whose access requests are declined may seek a review of SIAST's decision by the Saskatchewan Information and Privacy Commissioner.
- 2.5 In administering and delivering government programs, including but not limited to Job Start/Future Skills, SIAST will share student information of those students who are sponsored or registered with the Canada-Saskatchewan Career and Employment Services (CSCES) and/or regional colleges. This will include, but will not be limited to, application, academic achievement, attendance record, performance and financial information. Consent to release of student information will be implied from a student's participation in such programs.
- 2.6 In an emergency situation, a SIAST employee who has responsibility for the security and confidentiality of personal student information may deem it necessary to release the information. In such an event, the employee will document the release of information in the student's official record.

## 3.0 SIAST Employee Access

- 3.1 Student records and information will be released to SIAST employees who, through their professional responsibilities, and through the performance of their assigned duties, require access to student records. Access to such information is at the discretion of the department, division or program manager responsible for the records and information.

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## 4.0 Inquiry

- 4.1 In circumstances where this policy is insufficient to decide if personal information will be accessed or released, an application for request of information may be made, along with the applicable fee, to the SIAST privacy head in accordance with the procedures found in SIAST's Freedom of Information Statement.
- 4.2 All inquiries about this policy can be directed to the office of the associate vice-president student affairs or the SIAST privacy head.

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