

Policy History
Policy No. AR3
Approving Jurisdiction: President
Administrative Responsibility: Provost and Vice President Academic
Effective Date: July 2011

Confidentiality of Student Records / Files Policy

1. Information obtained from students as part of the application and registration process is CONFIDENTIAL as is the student's academic record, and information on library use and counselling files.
2. This information is in the custody of, and is not to be released except on the authorization of, the Registrar and/or the Vice President, Academic.
3. Only those administrators, faculty and staff who have a legitimate need to view them as part of their normal duties will be permitted access to student records. All employees are expected to respect the confidentiality of the student record information with which they work. Every Kwantlen Polytechnic University employee has an obligation to report any information that is important to the safety and security of Kwantlen Polytechnic University and/or its students and employees.
4. Students may authorize, in writing, release of any information contained in University files with the exception of documents submitted in support of their application or for transfer credit.
5. The Registrar and/or the Vice President, Academic may release information from student records without student authorization:
 - a. to the Ministry of Advanced Education or their agents for the purpose of statistical analysis or research, provided that the student is not named or otherwise identified;
 - b. to government departments or their agents where Kwantlen is required by law to provide the requested information; or
 - c. pursuant to a valid court order, search warrant, subpoena, summons, or request by a law enforcement agency.
6. Students are entitled to receive a copy of their academic record and an explanation of any information contained therein on one week's notice in writing. The information will only be released upon presentation of a photo identification.

A. RELATED POLICIES:

IM2 Freedom of Information & Protection of Privacy