

7. ACADEMIC AND RELATED RECORDS

Academic records are the property of Georgian College. Student academic records are confidential and are not released to others without written consent. At no time is personal information about a student released without confirmation of consent; this includes requests from immediate family members and/or relatives. Students have the right to view and receive a copy of their records at any time throughout their academic year, but fees may apply for processing the request. Assignments, examinations and tests that students do not claim by the end of the academic year, are held for a period of retention of one year as required under the *Freedom of Information and Protection of Privacy Act, 1990*. Any program assignments, examinations or tests that students do not claim after one year, are destroyed accordingly.

Students also have the right to know why we are collecting, using and disclosing their personal information. To ensure legislation is followed accurately, Georgian College, under the *Freedom of Information and Protection of Privacy Act, 1990*, and the *Ontario Colleges of Applied Arts and Technology Act, 2002*, provide a notice of collection on all Georgian College forms.

All documentation and forms submitted to the college, become part of the student record and are the property of Georgian College. Documentation is not returned and cannot be sent to anyone external to the college.

7.1 Freedom of Information and Protection of Privacy Act

The purposes of this act are:

1. To provide a right of access to information under the control of institutions in accordance with the principles that
 - a. information should be available to the public;
 - b. necessary exemptions from right of access should be limited and specific; and
 - c. decisions on the disclosure of government information should be reviewed independently of government;
2. To protect the privacy of individuals with respect to personal information about themselves held by institutions and to provide individuals with a right of access to that information.

Georgian College takes the privacy of students very seriously. All information collected from students or about students is kept confidential according to the provisions of the act. Only staff or faculty who require the personal information of students to perform their duties will access that information. Any access to a student's records without "the need to know" or without "expressed consent" from the student will be investigated by Georgian College.

7.2 Disclosure of personal information

Georgian College is required to disclose personal information such as Ontario education numbers, student characteristics and educational outcomes to the [Minister of Colleges and Universities](https://www.ontario.ca/page/ministry-colleges-universities/) (MCU) under s.15 of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M.19, as amended. The Ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other post-secondary institutions, as well as to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the Ministry for purposes that relate to post-secondary education and training. Additional information on [how the Minister of Colleges and Universities uses this personal information](https://www.ontario.ca/page/personal-information-and-privacy-rules/) is available on their website.

For further information, please refer to Georgian's Privacy Policy (<https://www.georgiancollege.ca/privacy-policy/>).

7.3 Protection of personal health information

Georgian College is committed to respecting your privacy and protecting your personal health information in compliance with the *Personal Health Information Protection Act, 2004* (PHIPA). PHIPA establishes rules for the collection, use and disclosure of personal health information (PHI), in order to protect the confidentiality and privacy of individuals with respect to that information while also facilitating the effective provision of health care. PHIPA also provides individuals with the right to access their PHI and correct or amend their PHI.

Students and members of the public accessing services in Georgian College's clinical and wellness services may be asked to provide personal health information, and personal health information may be collected and maintained as part of its service delivery practices. For further information, please refer to our Privacy Policy (<https://www.georgiancollege.ca/privacy-policy/>).

If students wish to access or acquire copies of their personal records, they must complete a [Request for Access To or Correction of Personal/ Personal Health Information Form](https://www.georgiancollege.ca/wp-content/uploads/Access-or-correct-PI-or-PHI-2018-07-05.pdf). This form and other information can be found on the Georgian College website within the *Privacy Policy page*. Students should contact the department or academic



area responsible for those records. If they are unsuccessful in obtaining the information required, students may contact Georgian's Access and Privacy area at accessprivacy@GeorgianCollege.ca.

7.4 ONEcard

The ONEcard and its mobile app are your official Georgian College ID for use, both internally at the college, and externally with our partners in the community. The ONEcard does not replace official government ID. ONEcard and the associated mobile app are issued by and remain the property of Georgian College. Inappropriate use of the card or mobile app, or use by anyone other than the student is a breach of the *student code of conduct* and may result in the ONEcard account being cancelled or revoked as well as other penalties being applied. Students should be familiar with the terms and conditions of use (<https://www.georgiancollege.ca/student-life/campus-services/onecard/onecard-faqs/#terms>).