

7. ACADEMIC AND RELATED RECORDS

Academic records are the property of Georgian College. Your academic records are confidential and are not released to others without your written consent. At no time is personal information about you released without confirmation of your consent; this includes requests from immediate family members and/or relatives. You have the right to view and receive a copy of your records at any time throughout your academic year (fees may apply). Assignments, examinations, and tests that you do not claim, are held for a period of retention of one year and then destroyed, as required under the *Freedom of Information and Protection of Privacy Act, 1990*. From time to time, government agencies review samples of anonymized student work as part of the college quality assurance process. You agree to this as part of the registration process. All identifying information is removed.

You also have the right to know why the college is collecting, using, and disclosing your 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*, provides a notice of collection on all Georgian College forms (<https://www.georgiancollege.ca/admissions/forms/>). All documentation and forms submitted to the college become part of your 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 your privacy very seriously. All information collected from you or about you is kept confidential according to the provisions of the act. Only employees who require the personal information of students to perform their duties access that information. Any access to your record without “the need to know” or without “expressed consent” from you will be investigated by Georgian College.

7.2 Disclosure of personal information

Georgian College is required to disclose personal information such as your Ontario education number, your characteristics and educational outcomes to the *Ministry of Colleges and Universities (MCU)* (<https://www.ontario.ca/page/ministry-colleges-universities/>) 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 postsecondary 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 postsecondary 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 you with the right to access your PHI and correct or amend your PHI.

You 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 you wish to access or acquire copies of your personal records, you must complete a *Request for Access to or Correction of Personal Information/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* (<http://www.georgiancollege.ca/privacy-policy/>) webpage.

You should contact the department or academic area/department responsible for those records. If you are unsuccessful in obtaining the information required, you may contact Georgian's Access and Privacy area at accessprivacy@georgiancollege.ca.

7.4 ONEcard

The ONEcard and its digital card are the official Georgian College ID for use, both internally at the college and for examinations and tests, and externally with our partners in the community. The ONEcard does not replace official government ID.

ONEcard and the associated digital card are issued by and remain the property of Georgian College. Inappropriate use of your card or digital card, breaching the terms and condition or use by anyone other than you is a violation of the Student Code of Conduct (<https://www.georgiancollege.ca/student-code-of-conduct/>) and may result in sanctions being applied. You should be familiar with the terms and conditions of use (<https://www.georgiancollege.ca/student-life/campus-services/onecard/onecard-faqs/#terms>).