



Policy Statement on Privacy and Protection of Information

Effective Date: October 30, 2018
Review Date: October 2019
Approving Body: President and Vice-Chancellor
Implementation: Vice-President (Finance and Administration), Vice-President (Academic and Research, and Privacy Officer
Applies to: Faculty, Staff, Students

Background

When collecting and retaining information from prospective students, students, alumni, faculty, staff, and donors, St. Thomas University is subject to the Prov *Right to Information and Protection of Privacy Act*, R.S.N.B. c. R-10.6 (the *Act*) and its regulations. The following policy statement should be read in conjunction with the *Data Steward Matrix on Information* and other documents which provide operational detail on the collection, maintenance, and security of information that is consistent with the *Act* and services, programs, and activities.

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Collection and Use of Personal Information

The collection of personal information is necessary for the delivery of services, programs, and activities, with the amount of information collected limited to that which is necessary for carrying out these activities. When applying to St. Thomas University, providing information to Advancement, or initiating any other service or activity with the University, the individual is informed of the authority and purpose for the collection of the information and is provided with contact information with regards to any questions that may arise.

By providing information to the University, an individual is consenting to its use consistent with the purpose for which it has been obtained. The use and disclosure of personal information will be limited to the minimum amount necessary to accomplish the purpose for which is being collected. The custody, control, and access to the information is limited to those who need to know the information to carry out the purpose for which the information was collected. From time-to-time, the University will use information in order to highlight the success of the University and its students. Information may also be made available to federal and provincial authorities as required by legislation.

Any individual who has provided information to the University and believes that there is an error in that information may request a correction of that information.

Student Information

record/file in whatever format, paper or electronic, is the official academic record used for processes related to admissions and academic performance. This record/file is the property of the University and, following application and admission, the Registrar retains custody of the academic records and is responsible for security and maintenance. Other files may exist and relate to services or programming offered to students through the Offices of Athletics, Financial Services, Human Resources, Residence Life, Student Services, and Advancement. Relating to the *Act*, and as a guide for staff in their day-to-day operations, the information in a student record/file, whatever its location, is generally classified under two categories of information:

i. Public Information

St. Thomas University routinely makes institutional information available on its website. This aggregated information may include areas like the demographic composition, place of origin or permanent residence, graduation rates of students and/or information provided to the Maritime Provinces Higher Education Commission or analyzed internally by the Office of Institutional Research. If the information is not available, a request for information may be made to the Privacy Officer and will be considered consistent with the provisions of the *Act*.

Beyond information that is published, the following information may be released without authorization: a degree or certificate conferred or to be imminently conferred and/or graduation date and the name of a recipient of a University scholarship, award, or other prize. A

Addresses and telephone numbers may only be used by University personnel to contact students about university-related matters or in emergency situations.

