
Sharing a Student's Personal Information within Athabasca University Policy

Policy Sponsor:	The Governor of Athabasca University
Policy Contact:	FOIP/ Policy Coordinator
Policy Number:	N/A
Effective Date:	June 10, 2011
Approval Group:	The Governors of Athabasca University
Approval Date:	June 10, 2011
Review Date:	Annually

Purpose

To increase awareness and understanding of Athabasca University's (AU) protection of privacy responsibilities under the Freedom of Information and Protection of Privacy (FOIP) Act; To ensure that the use of students' personal information is lawful, properly controlled and that students' privacy rights, as articulated under the FOIP Act, are respected; To protect AU from accusations of wrongful use or disclosure of students' personal information; and To have due regard to the guidance provided by the Information and Privacy Commissioner.

Definitions

Personal Information Means recorded information about an identifiable individual as specified in section 1(n) of the FOIP Act.

Policy Statements

1. All AU officers, employees, agents and contractors must ensure that students' personal information is only shared with those who have a legitimate need to know in order for them to do their job properly.
2. All AU officers, employees, agents and contractors must only share students' personal information within AU to the extent necessary to enable them to carry out their responsibilities in a reasonable manner.



Applicable Legislation and Regulations

[Freedom of Information and Protection of Privacy Act, R.S.A 2000, c. F-25](#)

Related References, Policies, Procedures and Forms

[Sharing A Student's Personal Information Within AU Procedures](#)

[Protection of Privacy Policy](#)

[Student Confidentiality Policy](#): Office of the Registrar

History

Athabasca University Governing Council, June 10, 2011, Motion # 173-13 (Revised)

Effective Date: October 26, 2006

Executive Group, October 26, 2006, (Approved)