

Access to Student Personal Records

Approval Authority: UME Committee

Established On: May 3, 2018

Amendments: n/a

Category: Academic

1.0 POLICY STATEMENT

This document explains the policy and procedures regarding user access to the confidential student personal records stored by the Student Records & Electives Officer at the Northern Ontario School of Medicine.

2.0 SCOPE

The policy applies to all faculty, staff, and external stakeholders.

Access to records retained by the Student Records & Electives Officer at the Northern Ontario School of Medicine is governed by the **Freedom of Information and Protection of Privacy Act (FIPPA)**. Under this Act, disclosure of personal information is prohibited to everyone except the person to whom it relates unless the Act specifically permits otherwise.

The information in student records generally falls into the category of personal information, so school officers (i.e. the Student Records & Electives Office) must ensure that these records receive the full protection to which they are entitled under FIPPA.

Access to individual student records will be given to an employee of the Northern Ontario School of Medicine who, in accordance with section 42(1)(d) of FIPPA, “needs the record in the performance of their duties and where disclosure is necessary and proper in the discharge of the institution’s functions.”

Access will be primarily via the paper and/or electronic copies stored in the Student Records & Electives Office.

These guidelines pertain to student personal information regardless of where, and in what medium, it resides.

3.0 DEFINITIONS

The official student personal record consists of the following information relating to a student’s admission to and academic performance at the Northern Ontario School of Medicine:

3.1 Permanent Information

3.1.1 Personal information which is required in the administration of official student academic enrollment such as name, student number, citizenship, social insurance number.

3.1.2 Registration and enrolment information (i.e., Letters of Enrolment, Letters of Good Standing, Criminal Records Checks and Disclosures, WSIB Forms, Basic Life Saving Certificate, Conditions of Acceptance Letter, Financial Sponsorship Letters).

3.1.3 Results for each course and academic period.

3.2 Information used during the period of enrolment

3.2.1 Attendance record of student including Leave of Absence Forms

3.2.2 Medical information relevant to a student's academic performance which has been furnished at the request or with the consent of the student concerned (i.e., Immunization Forms, Records and further tests).

3.2.3 Personal and biographical information such as postal address, email address, and telephone number.

3.2.4 Student specific email correspondence

4.0 POLICY TERMS

Any request for access to student records should be sent directly via email to the Student Records & Electives Officer and the immediate supervisor, Director, Learner Affairs & UME Administration. This includes any modification to existing access.

Access will be primarily role-based. These roles will include but not limited to:

- 4.1 Associate Dean of UME
- 4.2 Host University Registrar's and/or designates
- 4.3 UME Staff
- 4.4 UME Faculty Members
- 4.5 Phase Directors and Assistant Dean, Phase 1
- 4.6 Theme Chairs
- 4.7 Current students and/or former students
- 4.8 Community Learning Sites
- 4.9 Immediate Supervisor

The Student Records & Electives Officer will rely on academic units or the Associate Dean, UME to advise when roles change within an academic unit.

5.0 ROLES AND RESPONSIBILITIES

All NOSM UME employees shall take reasonable precautions to protect the security of all records, including electronic communications, in their custody or control which contains students' personal information.

5.1 The Dean, Associate Deans, Assistant Dean, Learner Affairs

5.1.1 Will have access to all personal student records

5.2 Host University Registrar's and/or designates

5.2.1 Will have access to all student final course grades, contact information, and personal information (as relating to registration).

5.3 UME Faculty Members, Phase Directors, Assistant Dean, Phase 1, Theme Chairs, UME Staff

5.3.1 Will have access to class lists, NOSM ID numbers, NOSM e-mail address, attendance records, and final course grades

5.4 Current and Former UME Students

5.4.1 Will have access to all their immunization records, demographic information, final course grades, and student numbers.

5.4.2 Note: Official School Transcripts and Doctor of Medicine degree's will be distributed at the discretion of our Host Universities (Lakehead University and Laurentian University).

5.5 External Stakeholders

5.5.1 Access will be provided on a case by case basis.

5.5.2 Potential access could include: student name, year of study, campus location, NOSM e-mail address, immunization records

6.0 RELATED DOCUMENTS

Records Retention Policy

7.0 GETTING HELP

Queries regarding interpretation of this document should be directed to:

- Director, Learner Affairs and UME Administration
- Assistant Dean, Learner Affairs

DO NOT REMOVE THIS VERSION RECORD FROM THIS DOCUMENT

Version	Date	Aurthors/Comments
1.0		Drafted by Learner Affairs Unit
1.0	2018 05 03	Approved by UMEC