

# STUDENT PRIVACY FAQ

Camosun College is subject to the **Freedom of Information and Protection of Privacy Act** (known colloquially as FIPPA or FOIPOP) and is committed to protecting the privacy of both our students and our employees.



## What student information is considered “personal information” under FIPPA?

All information about identifiable students is considered personal information. For example:

- Biographical information (name, ID number, contact information, gender, age, etc.)
- Academic information (enrolment status, course schedule, grades, GPA, etc.)
- Medical information (sick notes, accommodation information, etc.)



## When is it OK to collect student personal information?

- Collect only as necessary for approved College services, programs, or activities
- Limit collection to the least amount of information required
- Provide students with the purpose for which their information is collected
- Note that student information cannot be stored on your personal devices (laptop, mobile, etc), a non-Camosun website, or on servers located outside Canada



## With whom may student personal information be shared?

- Share only as necessary to carry out the purpose for which the information was collected
- Students may consent to sharing for other purposes—the “[Permission to Release Information](#)” form can be used for the release of information held by the Office of the Registrar
- All sharing must be on a need-to-know basis and limited to the least amount of information
- Law enforcement requires a warrant or subpoena – do not release any information (including class schedule or contact info) without authorization from the Office of the Registrar



## What about the posting of grades or class rosters?

- Provide marks and grades to students directly or through limited-access tools such as Camlink and D2L/Brightspace whenever possible
- Do not leave marked assignments visible to others
- If grades or class rosters must be posted publicly, redact all but the last three or four digits of the student number and scramble the class order



## How else must student personal information be protected?

- Limit access on a need-to-know basis
- Store files in a secure place other than when being used for work
- Paperwork, flash drives, laptops, etc. containing personal information should never be transported with (or left in) your vehicle. Use inter-campus mail (Receivers) or secure file transfer
- Encrypt electronic files before emailing or transporting, and share the password separately
- Dispose safely through shredding and deletion (see [Record Management Policy](#))

QUESTIONS? [registrar@camosun.ca](mailto:registrar@camosun.ca)