



**Policy No.**  
**Responsibility:** Registrar

---

## Student Records Policy

---

**Approved by:** Board of Governors

**Effective:** September 27, 2007

**Revisions:**

---

**Context:**

The Institute is committed to implementing and maintaining appropriate, effective and efficient student record systems that ensure the security, privacy and completeness of student records.

**Policy:**

This policy applies to all student records, whether they are in print or electronic form and wherever in the Institute they are located.

All information obtained about an applicant or a student as part of any Institute business process including, but not limited to, application, assessment, enrollment, examination, counseling, appeals and library use is confidential information. Institute employees, seconded-staff and contractors have access to student records on a need-to-know basis only, and must respect the confidentiality of student records at all times.

The Vice President, Finance & Administration and the Registrar are jointly responsible for development of procedures and guidelines in support of this policy to ensure academic requirements are met and comply with British Columbia's Freedom of Information and Protection of Privacy Act. Where divisions develop procedures for managing student records, those procedures must be approved by the Vice-President Finance & Administration and the Registrar and are subordinate to procedures developed at the Institute level.

**Procedures in Support of this Policy:**

- [Protection of Privacy of Student Information](#)
- [Creation, Maintenance and Retention of Student Records](#)
- [Release of Student Records](#)
- [Destruction of Student Records](#)

**Related References:**

[Freedom of Information & Protection of Privacy Policy](#)