



STUDENT RECORDS POLICY

Policy Type:	Academic	Initially Approved:	January 30, 2025
Policy Sponsor:	Dean of Students	Last Revised:	January 30, 2025
Primary Contact:	Registrar's Office	Review Scheduled:	January 2030
Approver:	President and CEO		

A. PURPOSE

This policy explains the University's standards for the management of student records. It is intended to provide a consistent standard for the collection, storage, disclosure, retention and disposal of student information in accordance with institutional policies as well as provincial and federal legislation.

B. SCOPE

This policy applies to the personal information and academic records for all students who apply to or are enrolled in courses and programs at AUArts, including students registered in undergraduate, graduate, and continuing education studies. This policy applies to all forms that student records take, including electronic databases, paper-based documents, and archival formats.

C. POLICY STATEMENT

1. AUArts will safeguard the integrity of the student record and student information for the protection of the student and the institution. AUArts will create and maintain student records necessary to meet the administrative and academic needs of the institution and shall collect, store, disclose, retain and dispose of all information contained therein in accordance with the university's records management program and provincial and federal legislation pertaining to access to information and protection of privacy.

D. PRINCIPLES

1. All student records are subject to the provisions of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. The institution will collect student personal information in an ethical manner ensuring that personal information collected is necessary for an operating program or activity of AUArts and is collected directly from individuals with their consent except as otherwise permitted by legislation.
2. Students have specific information access and privacy protection rights and protections as granted them under the Alberta FOIP Act and are responsible for safeguarding their own personal information. Students shall be granted access to view

information contained in their student record which is held by the university in accordance with the Alberta FOIP Act.

3. AUArts must protect all student personal information and student records by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction.
4. Instructors and staff who have been granted access to student records and student personal information shall use the data only for official university academic and administrative purposes and consistent with its notices and as required by the authorized law.
5. The Office of the Registrar is the sole authorized agent to report and/or to confirm any record, document, report required by external lawful process and/or policy concerning student records for undergraduate and graduate programs.
6. The Dean, Innovation, Learning and Development is the sole authorized agent to report and/or to confirm any record, document, report required by external lawful process and/or policy concerning student records for continuing education studies.

E. RESPONSIBILITES

1. The Registrar will provide guidance to the institution regarding information management for student records.
2. The University Secretary provides guidance and advice to the university community and can be contacted with FOIP related questions.

F. DEFINITIONS

Personal Information: Recorded information of an identifiable individual as defined in detail in the Alberta FOIP Act including unique identifying numbers, contact information, health, health care and educational history, criminal records, and many other elements of information about the individual.

Student Record: Refers to any record in any format (electronic databases, paper-based documents, and archival formats) that contains individual student information of a personal, academic or disciplinary nature.

G. RELATED POLICIES

- Access to Information and Protection of Privacy Policy
- IT: Information Security Policy

H. RELATED LEGISLATION

- Alberta Freedom of Information and Protection of Privacy (FOIP) Act

I. RELATED DOCUMENTS

- Records Management Procedure
- Record Retention Schedule
- IT: Information Classification Procedure
- IT: User Access Procedure

J. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
01/30/2025	New Policy, replacing Student Records Procedure	All	Registrar and University Secretary	Dean of Students