
Sharing a Student's Personal Information within Athabasca University Procedures

Policy Sponsor:	The Governors of Athabasca University
Name of Parent Policy:	Sharing a Student's Personal Information within Athabasca University Policy
Policy Contact:	FOIP/ Policy Coordinator
Procedure Contact:	FOIP/ Policy Coordinator
Effective Date of Procedures:	June 10, 2011
Review Date:	These procedures will be reviewed annually.

Purpose

To outline the procedures that AU officers, employees, agents and contractors must follow if they wish to share students' personal information within AU.

Definitions

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

Procedure

1. Think carefully before disclosing a student's personal information to colleagues whether they are from within, or external to, your own department.
2. Under the *FOIP Act*, you may only disclose a student's personal information to those colleagues that need the information to perform their duties. Determining what is necessary will have to be a matter of judgment in each case.
3. When sharing a student's personal information with colleagues, you must only disclose the level of detail necessary to enable them to perform their job.



4. Be especially vigilant when disclosing a student's personal information through e-mail communications. To ensure that a student's personal information is not unnecessarily shared when forwarding e-mails, review the contents of the message and any attachments before sending the message and only send the message to those with a legitimate need to know. Avoid using the "reply all" feature in e-mail unless this is really necessary. The better privacy practice is to create a new e-mail message that only contains the information that will be necessary for the recipient.

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 Policy](#)

[Protection of Privacy Policy](#)

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

History

Athabasca University Governing Council, June 10, 2011, Motion # 173-13 (associated policy approved)

Effective Date for Policy and Procedures: October 26, 2006

Executive Group, October 26, 2006 (Approved)