



MGC  
INTERNATIONAL  
CAREER COLLEGE

### **Student Records Management:**

**Purpose:** The College is committed to protecting the personal and academic information of its students in accordance with the Right of Privacy outlined in the Freedom of Information and Protection of Privacy Act, 1990. Therefore, every student record is considered confidential and access is strictly limited. However, in exceptional circumstances, access may be granted.

**Scope:** This policy extends to all individuals associated with the College, including employees, current and former students (including non-graduates), societies and associations, contractors, service providers, researchers, and on-campus visitors, including invitees, guests, or individuals with an ongoing connection to the institution.

### **Policy:**

#### Academic Records

The Director of Operations and Management is responsible for collecting and managing data related to students, agencies, institutions, and faculty. Upon request, it will provide relevant information to current and former students, including non-graduates, as well as authorized individuals or institutions with written permission from the student. As the official repository of current and former student records, including those of non-graduates, any requests to release student information must be directed to the Director of Operations.

When disclosing both manual and computer-based records, the College upholds the following principles for the benefit of current and former students, including non-graduates:

- Students have the right to review their information in our databases and paper files, under the supervision of the Office of the President staff.
- Student information is used solely for record-keeping, reporting, and analysis purposes by the College.
- Student information is protected and will be updated, corrected, or amended upon notification or request, as deemed appropriate.
- Student records containing items such as student handbooks, personal identification, immunization records, Police Clearance, or VSS will not be stored at the clinical placement site.

### **Contents of Record Retention**

Records found in databases or files:

- Completed application forms and accompanying documents, as well as any correspondence related to admissions.
- A comprehensive record of grades received by the student and mid-term progress reports
- Documentation of fee payment receipts.
- Records documenting any changes in student status, such as name or address changes, or modifications to grades.
- Documentation of student withdrawals.
- Faculty decisions regarding academic standing and promotions.
- Records of transcript requests.
- Transfer credit forms.
- Any relevant documents from the College or third parties, including letters from sponsoring agencies or records of disciplinary actions.
- Original copies of graded assignments, quizzes, and exams.
- Anecdotal descriptions detailing a student's progress in specific programs such as evaluations, surveys.

### **Permanent Records:**

The permanent record for students leaving the College consists of the following documents:

- Cumulative academic record, also known as the transcript.
- Student identification documentation.

These permanent student records are maintained for a period of 25 years following graduation. Additionally, current documents are retained for a minimum of 3 years after the student leaves the College after this time, these documents are securely destroyed.

### **Release of student records: General Guidelines**

The release of information is governed by a primary guideline that emphasizes the Director of Operations discretion in obtaining authorization from current and former students, including non-graduates, in written form.

The following guidelines outline the release of information:

1. Only public documents, such as a student's enrollment status and the date of certificate/diploma issuance, can be disclosed to third-party inquiries. No other information can be released without explicit student authorization.
2. Requests from third parties, including family members, prospective employers, police forces, credit bureaus, finance and loan companies, private investigation agencies, banks, and similar organizations are released upon the discretion of the Director Of Operations.
3. The original documents in a student's file must remain within the Office of the President and must not be taken outside. However, copies may be released to academic and student services departments when necessary.
4. Student information may be disclosed if the College has received a subpoena or warrant from a court or law enforcement agency.
5. Documents obtained from external institutions, such as high school or university transcripts submitted in support of a student's application for admission and/or transfer credit, cannot be certified and released from the College record.
6. Attendance requests from sponsoring agencies are inappropriate and will not be released.

## Types of Access:

- A. **Student** : Students, both current and former, non-graduates, have the right to request access to their file, authorize its release to a third party, or request that no information be released. However, it is important to note that if a student has a financial hold on their account, the College reserves the right to refuse the release of their record.

In exceptional rare cases subject to specific circumstances, the Director of Operations may disclose grades or certifications to individual students prior to the official release date.

- B. **College Personal:** Authorized faculty members, counselors, and administrative officers of the College who have a genuine need for access to specific records will be granted permission to view the relevant files. In cases where the legitimacy of a request is uncertain, it will be referred to the Director for assessment to ensure compliance with the Freedom of Information and Protection of Privacy regulations and prevent any potential breaches.

### C. **Third Parties:**

**Parents:** Transcripts and other student information pertaining to current and former students, non-graduates, will not be released to parents or guardians without the explicit written consent of the student.

**Sponsoring Agencies:** Sponsors or employers who are responsible for paying fees on behalf of current and former students, non-graduates, may access or release student records or information only after obtaining the student's authorization.

**Government Agencies:** Representatives of federal, provincial, or local government agencies, including local police, OPP, and RCMP, cannot access personal information of current and former students, non-graduates, without the student's consent, except in cases where the information is required for an investigation leading to a law enforcement proceeding (FIPPA allows disclosure in such instances). However, if denying information could cause hardship to the student, the President may decide to release relevant details. Examples could include notifying the student of a family death or aiding in the search for beneficiaries.

**The Courts:** If a student's record is subpoenaed by the court on behalf of the student, a certified copy of the entire student record will be released. However, if the record is subpoenaed by a party other than the student's representative, the judge will be informed of the College's policy to respect student privacy and reluctance to release private documents without student authorization. The judge will then determine the disposition of the record.

**Researchers:** Requests from researchers conducting statistical studies must be approved by the Director of Operations. The approval will be granted under conditions that safeguard the privacy of current and former students, non-graduates, and ensure the anonymity of the collected data.