



Title:	Managing Access to Student Computer Records
Category:	Education/Student Services
Policy No.:	E2001
Replaces:	E2001 – Access to Student Information
Applicability:	All Students and Employees
Date:	January 23, 2007
Source(s):	Langara Council
Approval:	(President’s signature is on the original copy of this policy)

1. PURPOSE

The College will ensure the security and privacy of all student personal information whether contained in student computer records or in other forms. The purpose of this policy is to ensure that student computer records are kept secure and confidential by identifying who is responsible for granting access to student computer records; what information can be accessed by whom, and in what context that information can be used.

2. DEFINITIONS

College Executive: means the President, Bursar, Dean of Student Support Services, Deans of Instruction, Dean of Continuing Studies and Director of Human Resources.

Student Computer Records: means student personal information stored on the Langara College management information systems. It includes data, reports and summaries produced through this system.

Student Personal Information: means recorded information about an identifiable individual, including:

- a. the individual’s name, address, or telephone number;
- b. the individual’s race, national or ethnic origin, colour, religious or political beliefs or associations;
- c. the individual’s age, sex, sexual orientation, marital status, or family status;
- d. an identifying number, symbol or other particular assigned to the individual;
- e. the individual’s fingerprints, blood type or inheritable characteristics;
- f. information about the individual’s health care history, including a physical or mental disability;
- g. information about the individual’s education, financial, criminal or employment history;

- h. anyone else's opinions about the individual; and
- i. the individual's personal views or opinions, except if they are about someone else.

3. AUTHORITY

3.1 Related Acts and Regulations

[B.C. College and Institute Act](#)

[B.C. Freedom of Information and Protection of Privacy Act](#)

3.2 Related Policies

[Access to Information](#)

[Code of Conduct](#)

[Computer and Computing System Use](#)

[Conflict of Interest](#)

[Electronic Communication](#)

[Mass and Constituent-Wide Communications](#)

4. RELATIONSHIPS WITH COLLECTIVE AGREEMENTS

Not applicable.

5. POLICY

- 5.1 The College will grant access to student computer records to employees to the extent necessary to fulfil their job duties.
- 5.2 Employees who receive or have access to student computer records as a result of College related work are expected to use appropriate practices to ensure that this information remains secure and confidential.
- 5.3 Employees who have access to student computer records as a result of College related work will use such information for College purposes only as authorized by their senior administrator.
- 5.4 The Director of Information and Computing Services (ICS) is responsible for determining which employees in the ICS department have access to student computer records. Where ICS employees are technically able to access student computer records, they will do so only when authorized by the Director.
- 5.5 The College will ensure that all students are informed of the purpose for which their personal information is collected and that it will be used in accordance with section 26 and section 34 of the Freedom of Information and Protection of Privacy Act.

- 5.6 Student personal information is collected for purposes of admission, registration, maintenance of the official academic record and other decisions on students' academic status. The College can use student personal information to communicate with the student relative to changes in college facility operations or situations regarding their academic status.

Student personal information may also be utilized for purposes of College research where individual students are not identified.

- 5.7 Employees must report any unauthorized access or misuse of student computer records, or other violation of this policy to the Director of Freedom of Information and Protection of Privacy.
- 5.8 The Director of Information and Computing Services under the direction of a College executive member may provide access to the student computer record system to College employees investigating academic or conduct allegations when there are reasonable grounds to believe that a violation of law, a significant breach of College policy or an emergency health and safety condition may exist.
- 5.9 In exceptional circumstances, employees who do not normally require access to student computer records in the course of their job duties may, upon request, obtain or have access to specific student computer records for special purposes. Requests will be considered by the following individuals, who will determine whether to grant the request, and if granted, the degree of access to be given to the requestor.
- a. For access to Regular Studies Student Records - the Registrar in consultation with the Director of Freedom of Information and Protection of Privacy.
 - b. For access to Continuing Studies Student Records - the Manager of Administrative Services, Continuing Studies in consultation with the Director of Freedom of Information and Protection of Privacy.

6. GUIDELINES/STANDARDS

Not applicable.

7. EXCEPTIONS

Not applicable.

8. PROCEDURES

- 8.1 The current employee protocols for accessing the student computer records will stay in effect until a College executive member, in consultation with the authority in 5.9, recommends that authority grant a new level of access for an individual or a group of individuals. That authority will inform ICS of the change.
- 8.2 The Director of Information and Computing Services will maintain a list of authorized individuals and their level of access to student computer records.

9. INQUIRIES

For further information regarding this policy, please contact the Dean of Student Support Services.

10. APPENDICES

Appendix 1: Request for Temporary/Limited Access to Student Computer Records

APPENDIX 1

Request for Temporary/Limited Access to Student Computer Records (2 pages)

1. REQUESTS regarding Regular Studies student information must be submitted to the Registrar.
2. REQUESTS regarding Continuing Studies student information must be submitted to the Manager, Administrative Services, Continuing Studies.

Name: _____
Surname First Name Middle Name(s)

Department: _____

Position/Title: _____

Langara Login User Name: _____

Telephone Local: _____

E-mail Address: _____

Specific Student Records requested or nature/degree of access requested:

Specific purpose for which the information/access is required:

I agree to abide by all College policies and have read and understood the Managing Access to Student Computer Records Policy, which governs the use of this information. (Please retain the attached policy for your own reference). I understand that any violation of the policy, will at the least, result in the immediate cancellation of access privileges. Access to Student Computer Records is granted to specific users and is not transferable. In other words, you may not let someone else “borrow” your account.

Signature of Applicant: _____ **Date:** _____

Additional Comments of Supervisor:

Supervisor's Signature: _____

FOR REGISTRAR'S OR MANAGER OF ADMINISTRATIVE SERVICES OFFICE USE ONLY:

Access Group _____

Restrictions _____

Expiry Date _____

Signature _____

Registrar or Manager, Administrative Services, Continuing Studies