

Privacy Policy – Office of Student Affairs

Office of Accountability:	Office of Student Affairs
Office of Administrative Responsibility:	Office of Student Affairs
Approver:	Policy Development Committee
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Definitions

Personal Information	<p>Recorded information about an identifiable individual, including (not an exhaustive list):</p> <ul style="list-style-type: none"> • the individual's name, address or telephone number • the individual's race, national or ethnic origin, colour, or religious or political beliefs or associations • the individual's age, sex, sexual orientation, marital status or family status • an identifying number, symbol or other particular assigned to the individual • the individual's fingerprints, blood type or inheritable characteristics • information about the individual's health care status or history, including a physical or mental disability • information about the individual's educational, financial, criminal or employment status or history • the opinions of a person about the individual, and • the individual's personal views or opinions, except where they are about someone else.
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Record	A record of information in any form and recorded or stored in any manner, including paper, electronic, digital, audio, and video, but does not include a computer program or a mechanism that produces records on any storage medium.
Student	A learner enrolled in the Doctor of Medicine (M.D) program at Memorial University of Newfoundland (MUN).

Overview

The Office of Student Affairs offer medical students a range of personal, financial, academic and career counseling services to facilitate their ability to achieve their full academic and personal potentials. To accomplish their mandate, the Office of Student Affairs is entrusted with the personal information of students and is committed to protecting student privacy.

As a unit of Memorial University of Newfoundland (Memorial), the Office of Student Affairs complies in all respects with the [Memorial Privacy Policy](#), the [Access to Information and Protection of Privacy Act \(ATIPPA\), 2015](#) and all other privacy legislation to which the University is subject.

Purpose

To outline the principles and processes in place within the Office of Student Affairs to protect the privacy of students.

Scope

All information and records in the custody and/or under the control of the Office of Student Affairs.

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Policy

1.0 Provisions of Confidentiality

- 1.1 The Office of Student Affairs will maintain the confidentiality of the Personal Information of a student unless:
 - 1.1.1 They are requested to share the Personal Information by the student;
 - 1.1.2 the student reports sexual harassment or assault at which time the Student Affairs Office shall consult with the Memorial University Sexual Harassment Advisor in order to obtain advice and guidance;
 - 1.1.2.1 The student's name will not be disclosed to the Sexual Harassment Advisor when seeking advice and guidance from the Advisor, unless the student has consented to the release of their name.
 - 1.1.3. circumstances arise which may require the sharing of Personal Information without permission. Such situations include:
 - 1.1.3.1 Imminent danger to an identifiable third party or to self;
 - 1.1.3.2 Student Affairs personnel have a reasonable cause to suspect abuse or neglect of a minor;
 - 1.1.3.3 A disclosure is ordered by a court;
 - 1.1.3.4 A student files a complaint or claims professional liability by Student Affairs personnel in a lawsuit;
 - 1.1.3.5 Circumstances as authorized by ATIPPA, 2015
- 1.2 A student's consent to share Personal Information with personnel outside the Office of Student Affairs should be documented by the student signing the Consent for Release of Information, as provided by the office.
- 1.3 Student Personal Information may be shared between personnel within the Office of Student Affairs to ensure optimal service quality. Only Personal Information deemed essential will be shared in order to adequately respond to the student's support or service request.

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1.4 Relevant and necessary student Personal Information may be shared verbally in order to facilitate referrals to professionals and agencies. This information will only be shared with those identified and agreed upon by the student and Student Affairs personnel.

1.4.1 Students must give their verbal permission before referrals can be made.

1.5 It is the student's responsibility to notify the Office of Student Affairs if they do not wish to be contacted by office personnel via voice mail, fax, cellular phone, or e-mail.

2.0 Student Affairs Records

2.1 The Office of Student Affairs must make and keep adequate records to ensure consistency and continuity of service and support.

2.2 Records will contain only relevant and accurate information and should serve to

2.2.1 remind personnel of individual details;

2.2.2 to document the student's contact with the office; and

2.2.3 to collect basic statistics of the kinds of services that are provided.

2.3 More than one file may exist for a particular student.

2.4 Current records maintained by the Office of Student Affairs are available for review by the student to whom the record(s) pertain.

3.0 Retention and Disposal of Student Records

3.1 Student Wellness Consultant

3.1.1 Files that have been maintained by the Student Wellness Consultant will be retained for at least four (4) years following the graduation or discontinuation of medical studies by the student.

3.1.2 Official documentation related to student conduct and student

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mistreatment will be maintained for seven (7) years following graduation or discontinuation of medical studies by the student.

- 3.1.3 All documentation maintained in the Student Wellness Consultant file will be destroyed using a confidential shredding service.
- 3.1.4 In the event of a prolonged or permanent interruption of services by the Student Wellness Consultant, files that have been maintained by the Student Wellness Consultant will be transferred to the Coordinator of Student Affairs in the FoM.

Related Links

[Privacy Policy](#)