
Student Records

Policy Number:	1303
Key Process Area:	Student Development
Owner:	VP AR
Current Approved Date:	Sept 28, 2018

POLICY STATEMENT

New Brunswick Community College (NBCC) is committed to the effective and efficient management and protection of the Official Student Record (OSR), regardless of format.

PURPOSE

This policy establishes standards for managing and protecting the OSR from application through to successful or unsuccessful completion.

This policy is subject to the provisions of the *Archives Act, Right to Information and Protection of Privacy Act, Personal Health Information Privacy and Access Act, Electronic Transaction Act, Evidence Act*, and other applicable laws.

SCOPE AND LIMITATIONS

This policy encompasses any active student or inactive student record, in all formats, regardless of where it is stored.

This policy does not apply to records such as counselling, accommodation, criminal records checks, immunizations record, and student assignments.

1.0 DEFINITIONS

Application

- a documented request to attend and achieve a learning outcome regarding a unique New Brunswick Community College (NBCC) course or program offering.

Record

- recorded information created or received in the course of NBCC business and maintained as evidence of its operations.

Active Student

- a person who is attending a course or program

Inactive Student

- a person who ceases to attend NBCC

Official Student Record

- a compilation of information as captured according to the Official Student Record Standard

2.0 IMPLEMENTATION

2.1 NBCC's OSRs are:

- under the care, custody, and control of the Registrar with roles and responsibilities of all parties identified.

- identified as active or inactive.
- collected, used, and disclosed in accordance with legislative requirements.
- controlled with strict parameters around access to records and the disclosure of information, and when access is withheld or restricted.
- managed to grant authorized corrections or removal of information.
- protected to ensure confidentiality and privacy of the information contained in the records.
- protected against damage, loss or unauthorized access, use, alteration, destruction, or alienation.
- stored in paper, microfilm, electronic, digital or a hybrid format with proper arrangement, indexing and metadata to enable effective searching.
- managed throughout its lifecycle and documented in an approved retention schedule.
- managed to remove and securely destroy redundant, obsolete, and temporary information when no longer required without an approved retention schedule.
- converted, wherever applicable, in accordance with accepted information management standards and best practices to become the OSR of NBCC.

2.2 Compliance

Compliance with this policy and its controlled documents is the responsibility of the Registrar's Office. NBCC business units or third parties performing activities pertaining to the OSR, on behalf of the Registrar's Office, are responsible for compliance to this policy and its controlled documents validated through audits.

3.0 OTHER RELATED DOCUMENTS

NBCC's Official Student Record Standard (under development)