

**OFFICE OF THE REGISTRAR
STUDENT INFORMATION SYSTEM (SIS)
Request for Access / Confidentiality Agreement**

Preamble: Consistent with the principles of the *Freedom of Information and Protection of Privacy Act* (FIPPA) and Senate Bylaw 33, the Office of the Registrar and the University of Windsor are strongly committed to the protection of the confidentiality and the privacy of all students, past and present.

Purpose of this form: This form is intended to: 1) request SIS access; 2) reaffirm with all concerned the importance of the protection of personal privacy and confidentiality; 3) secure the formal commitment of all concerned to adhere to the university policies in this area; 4) develop a formal record of agreement to these principles. This form will be maintained by the Office of the Registrar. Regular audits of data access will take place. Access can be withdrawn without notice.

Confidentiality and Privacy Principles: All personal, academic and financial information pertaining to any student of the university, past or present, in any form (computerized, hard-copy, etc.) is strictly confidential. Accessing or disclosing of any information by unauthorized persons by any means, or improper disclosure of any information by authorized persons, or accessing any information by authorized persons for unauthorized uses, is considered a serious offence and could result in disciplinary action and/or legal action.

Employee Access: The personal information of all students past and present, regardless of age, is considered to be confidential and cannot be discussed with family, friends or others. Student Numbers, Access Codes and related data are also confidential. For further details consult the Act or Senate Bylaw 33 (over).

Access to information contained in the Student Information System (SIS) or any other source by authorized persons is only granted on a need-to-know basis in order to perform your official job duties.

Agreement

I, _____ (Print name) request SIS access and agree that as a condition of my continued access to SIS, that I will abide by all present and future policies and/or guidelines of the University dealing with confidentiality and protection of privacy.

Signature: _____ Date: _____ - _____ - _____ (DD-MM-YR)

Position: _____ Department/Office: _____

UWinid/Email: _____

Purpose for access: _____

Access Group(✓): Professor(Classlists Only)___ Acad Advisor,Ugrad-Grad Program Co-Ord,Dept.Head___ Staff:___
Special Group(enter #):___ ADMINISTRATIVE SIS: Finance:___ Awards:___ Registrar:___

(Dean, Head, Mgr, Supervisor): _____	
Signature: _____	
Position: _____ Department: _____	
Duration of Limited Term Appts(i.e. 12 months, 24 months): _____ or Date Appointment Ends: _____	
USERID/NAME of Outgoing Acad Advisor/Ugrad-Grad Co-Ord/Dept.Head (will REVERT to Professors Status): _____	

Registrar's Office Use Only Already Active <input type="checkbox"/>	
Access granted <input type="checkbox"/> Access denied <input type="checkbox"/> By: _____ Date: _____	Activated <input type="checkbox"/>
	Reactivated <input type="checkbox"/>
Student Access Params: Seq#___ Fac___ Dept___ Prog___ Lvl___	Deactivated <input type="checkbox"/>
Seq#___ Fac___ Dept___ Prog___ Lvl___	Dept.Change <input type="checkbox"/>
Class List Params: Seq#___ Course Code _____	Group Change <input type="checkbox"/>
SIS Access Group #: _____ Group Profile Description: _____	
Access to Expire: Indefinite <input type="checkbox"/> (Full-time employees) or: Date: _____	

University of Windsor -- Senate Bylaw 33

3. Confidentiality

Respect must be accorded the essentially confidential relationship between the University and its students by preserving to the maximum extent possible the privacy of all records relating to each student. Controlling principles are listed below:

- 3.1 The official student academic records, supporting documents, and other student files are confidential. They are to be maintained only by authorized members of the University staff employed for that purpose. The above principle of confidentiality is applicable to the records of all Faculty, Departmental and Administrative offices.
- 3.2 Separate records shall be maintained as follows:
 - 3.2.1 academic records, supporting documents, and general educational records;
 - 3.2.2 records of discipline proceedings;
 - 3.2.3 medical records;
 - 3.2.4 financial aid records
- 3.3 Each student upon written notice shall be entitled to obtain information regarding all items in his/her academic, disciplinary or financial aid records as retained in the office of any Dean, Department Head or Administrative Officer, subject to such limitations as prescribed by law.
- 3.4 Medical records may be retained subject to the limitations on disclosure imposed by the normal rules for privileged information.
- 3.5 Where a student member gives express consent, the University and the officially recognized organizations (the University of Windsor Students' Alliance, the Graduate Student Society, and the Organization of Part-Time University Students) may publish information such as the student member's name, address (home and local), telephone number, email and/or web address, year and program enrolment.
- 3.6 No records shall be required in relation to any of the following matters:
 - 3.6.1 race or ethnic origin;
 - 3.6.2 religion;
 - 3.6.3 political or social views;
 - 3.6.4 membership in any organization.
- 3.7 Personal Information – Use and Definition
 - 3.7.1 Personal Information shall be used in a manner that is consistent with the University's obligations under the Freedom of Information and Protection of Privacy Act (FIPPA). The University shall not use personal information in its custody or under its control except:
 - 3.7.1.1 where consent for the use is obtained;
 - 3.7.1.2 where a Notice of Collection has been provided under FIPPA and the proposed use of the information is the purpose for which the information was obtained, as outlined in the Notice, or where the proposed use is consistent with that purpose; or
 - 3.7.1.3 for the University's own fundraising activities where the personal information is reasonably necessary for those activities and the notice requirements under FIPPA have been complied with.
 - 3.7.2 In sections 3.7 and 3.8 'personal information' shall be defined with reference to the Freedom of Information and Protection of Privacy Act, R.S.O., Chapter F.31, s.2 (as amended from time to time).
 - 3.7.3 Any use or disclosure of personal information other than for the purposes outlined in 3.7.1 may constitute a violation of this bylaw and the user may be subject to disciplinary action.
- 3.8 Personal Information – Disclosure
 - 3.8.1 The Personal Information of a current student shall not be disclosed to any individual or organization unless:
 - 3.8.1.1 the student consents to the disclosure;
 - 3.8.1.2 the information is disclosed for the purpose for which the information was obtained or a consistent purpose;
 - 3.8.1.3 the disclosure was made to an officer or employee of the institution who requires the information in the course of performing their lawful duties;
 - 3.8.1.4 the disclosure was for the purposes of complying with an Act of the Legislature or an Act of Parliament; or
 - 3.8.1.5 the disclosure is authorized by law or by court order.
 - 3.8.2 The following information may be released in response to any inquiry concerning a student who has graduated from the University: Faculty or School of enrolment; degree(s) awarded, honours, major field and relevant date of graduation. Additional information shall only be released as required under operation of law, government regulation or court order.
- 3.9 Preservation of Records
 - 3.9.1 Subject to such retention requirements as prescribed by law, no records shall be preserved beyond graduation or other final departure from the University of any student except as follows:
 - 3.9.1.1 The academic, financial aid, discipline and award records;
 - 3.9.1.2 Records of allegations of misconduct, and disposition and sanction (if any) shall be preserved. All other student disciplinary records resulting from actions taken under Bylaw 31 shall be preserved in accordance with Bylaw 31, section 3.5.2, and 3.9.1 above.
 - 3.9.1.3 Records of unpaid accounts may be retained so long as any obligation to the University continues.