**Information Re: Student Privacy Provided to All Academic Schools**

Fleming College employees have a responsibility to protect the personal information of our students and as such it is imperative that we understand:

1)     what student personal information is;

2)     that when working with students’ personal information that we collect, use and disclose it only where necessary to perform our individual job duties; and

3)     that we control, store and maintain students’ personal information in a secure manner as to prevent unauthorized disclosure.

**Student personal information includes the following:**

-      Student number or other identifiable number associated with a student

-      Student’s name where it appears with other personal information or where the disclosure of the name would reveal other personal information about the individual

-      Address, phone number, fingerprints, blood type of a student

-      Info relating to the age, race, gender, ethnic origin, sexual orientation, marital/family status of a student

-      Info relating to the medical, criminal, employment history or financial transactions/status, educational status, educational history, student’s grades, non-academic requirements and records and pictures/photos of a student

-      Views or opinions of another individual about a student (e.g. performance or other evaluation comments)

-      Correspondence sent to the College by the student that is implicitly or explicitly of a private or confidential nature and replies to that correspondence

**Some examples of actions that violate a student’s privacy include (not an exhaustive list):**

-      the posting of a student’s personal information for other students to view or access;

-      sharing personal information with other students via a master list (i.e. class attendance list);

-      disclosing personal information about a student to other students, parents, staff, etc. without a signed Freedom of Information Form from the student; and

-      storing hard copies of personal information in easily accessed/shared spaces.

**Information on Taking Attendance for Faculty**

When taking attendance faculty must be privacy aware especially if using a written list that students may view or photograph.

-      A student’s full name and/or full student ID number should not be provided and visible to other students; a student’s attendance (their presence or absence) should not be easily viewed by others.

-      Faculty should collect only minimal information needed to confirm a student’s presence using the most privacy sensitive manner appropriate to the situation.

Here are some privacy sensitive examples to take attendance (not an exhaustive list):

o   do not use pre-printed lists, rather have students sign-in on a blank sheet using their first name OR last name in addition to the last four digits of their student ID number (this is particularly helpful when you have several students with the same name). Ideally this list would reside with, or near, the faculty member and is not passed from student to student;

o   faculty may approach a student to record their attendance, or alternately, students may approach the faculty when they arrive to class and the faculty will sign them in; and

o   roll-call, if necessary, as answering a name call isn’t considered a direct privacy violation.

Ultimately, faculty need to determine whether attendance tracking is necessary for seminar(s) and/or lecture(s). If attendance tracking is necessary, faculty need to advise students that their attendance is being recorded and identify the purpose for recording this information.