



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: STUDENT RECORDS

Policy No.	SS-206	Division	Student Services
Supersedes	n/a	Board Policy Ref.	GP-RR-904 & GP-GR-807
Related Procedure	SS-206-PR	Effective Date:	November 4, 2016 (R2)

1. PURPOSE AND SCOPE

This policy is intended to describe the appropriate storage and handling of and access to, all student records.

2. POLICY

It is the policy of the College to treat all learner records in a confidential and respectful manner with an established and approved set of directions which govern all aspects of storage and disclosure. It is also the policy of the College that the official file for all student records will be located in the Registrar's Office.

This policy and its accompanying procedure, is to be interpreted in accordance with the Access to Information and Protection of Privacy Act, 2015 c. A1.2, as amended. In the event of a discrepancy between this policy and the Act, the Act shall prevail.

3. PROCEDURE

The Senior Vice President Academic and Chief Learning Officer shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History

Approved by President	June 20, 1997
Revision 1	June 27, 2007
Revision 2	November 4, 2016